

# Department of Biological Sciences

Texas Tech University

## Procedures for Tenure and Promotion

The Department of Biological Sciences follows the guidelines for tenure and promotion as set forth in TTU OP32.01. This document specifies the steps to be followed by the department and candidate up to the time of preparation and submission of the promotion and tenure dossier. The following document shall serve as a guideline for candidates to ensure completion of all review processes in the department. This document does not alter or supersede university guidelines as stated in OP32.01.

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### Activities prior to year of candidacy:

- 1) Department tenure and promotion committee is provided a copy of the original offer letter, specifying the breakdown of candidate's responsibilities with respect to research, teaching and service.
- 2) Each candidate obtains annual advisement by the Department Tenure and Promotion Committee concerning progress with respect to research, teaching, and service. An annual report is provided to candidate.
- 3) Each candidate obtains annual review by the Department chair concerning progress with respect to research, teaching, and service.
- 4) Each candidate obtains a mid-term review (3<sup>rd</sup> year) by entire tenured faculty and voted on as per college guidelines.

### Activities in year of candidacy:

- 1) Chair meets with each candidate to review the process related to tenure and promotion, and to aid in the assembly of the dossier if necessary.
- 2) Candidate prepares dossier in accord with the guidelines from the College of Arts and Sciences, as well as those of the University; these materials are provided to the tenured faculty for consideration.
- 3) Candidate provides five representative publications for faculty evaluation since appointment as part of the dossier.
- 4) The Department provides all teaching evaluation forms and summary sheets for faculty inspection.
- 5) The Department requires extramural letters of evaluation. The candidate submits a list of potential reviewers to the Department Chair, and shares, in writing, his or her professional relationship to the potential reviewer (*i.e.*, mentor, research colleague, scientist of national/international stature). The Department Chair selects a final group of reviewers (generally 5-7 individuals) from this list

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and requests their participation in the process. Reviewers are supplied with the candidate's curriculum vitae and (if requested) reprints of representative publications. Letters from extramural reviewers are made available to the faculty and the promotion candidate as part of the candidate's dossier.

- 6) Each candidate presents a capstone seminar to the Department and University community at large, emphasizing the key components of their independent research program.
- 7) Tenure and Promotion committee drafts a letter summarizing the strengths and weaknesses of the candidate in relation to the departmental standards for tenure and promotion and votes on an advisory recommendation to the Chair and Faculty. This summary and recommendation will be read at the beginning of the faculty discussion of Tenure and Promotion.
- 8) All proceedings of the meeting of the tenured faculty to discuss candidates for Tenure and Promotion will be considered highly confidential. No details of said discussion, save those presented in the Chair and Faculty letters, shall be provided to the candidate or any non-voting faculty member.
- 8) For each candidate, an anonymous ballot for tenure and for promotion is distributed to voting faculty. The department chair, two associate chairs, and a representative from the T&P committee will count and verify the results of the faculty vote. A positive vote by 2/3 of the tenured faculty shall constitute a recommendation of the faculty for Tenure or Promotion. These results are provided only to the candidate and to the voting faculty.
- 9) Upon receipt of the faculty vote, the department chair will draft a letter representing the Chair's recommendation on Tenure and Promotion that will accompany the candidates' dossier through to the President's decision.
- 10) Written comments by voting faculty regarding the candidate will be appended to the Chair's letter and will accompany the Chair's letter through the T&P process.
- 11) Candidate examines dossier material that will be submitted to Arts and Sciences, and affirms that he/she has reviewed all university documents concerning tenure and promotion, and they have examined the content of their dossier.

### **GENERAL STATEMENT**

All faculty members in the Department of Biological Sciences are expected to interact in a professional manner with their colleagues on academic matters, and to make contributions in four areas: in research, in classroom teaching, in graduate education, and in various types of professional service. Specifically, faculty members are expected to:

- 1) Present a record consistent with an active and sustained research program in biology. Evidence of excellence in research, scholarly, and creative activity may be demonstrated through, but not limited to:
  - a. A substantial and sustained publication record of scholarly works published in reputable journals, scholarly presses, and publishing houses that accept works only after rigorous review and approval by peers in the discipline.
  - b. Substantial and sustained efforts to acquire competitive extramural grants and contracts to finance the development of research and funding of graduate students; these grants and contracts being subject to rigorous peer review and approval;
  - c. Presentation of research papers before learned societies;
  - d. Citations of research in scholarly publications;

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- e. Prizes and awards for excellence of scholarship and research;
  - f. Development of a graduate research program.
  - g. Development of processes or instruments useful in solving problems, such as computer programs, sophisticated computer models that help in the understanding of complex systems, and systems for the processing of data, genetic plant and animal material, and where appropriate, obtaining patents and/or copyrights for said development; patents
- 2) Demonstrate high quality and effective teaching and pedagogy as evaluated by their peers and students. Effective teachers will demonstrate some, but not necessarily all, of the following characteristics in an individual year:
- a. Are highly organized, plan carefully, use class time efficiently, have clear objectives, have high and clearly articulated expectations for students;
  - b. Express positive regard for students, develop good rapport with students, show interest/enthusiasm for the subject;
  - c. Emphasize and encourage student participation, ask questions, frequently monitor student participation for student learning and teacher effectiveness, are sensitive to student diversity;
  - d. Emphasize regular feedback to students and reward student learning success;
  - e. Demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level;
  - f. Develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design;
  - g. Incorporate feedback from student and peer evaluations into course improvement;
  - h. Attend teaching workshops
  - i. May receive prizes and awards for excellence in teaching;
- 3) Make significant contributions to graduate programs in the University, principally through teaching graduate-level courses or seminars, serving as the major advisor for graduate degree candidates in the biological sciences, and serving on graduate student committees.
- 4) Serve the Department, University, West Texas community, and scientific community on committees, boards, review panels, or in other capacities. Evidence of excellence in service may be demonstrated through, but not limited to:
- a) Serving on departmental committees
  - b) Initiating new program development within the department
  - c) Serving on university-wide committees
  - d) Presentations for the local community or schools
  - e) Conducting peer reviews of journal articles and grant proposals

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- f) Serving on journal editorial boards

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- g) Serving on grant review panels for NSF, NIH, USDA or other US-based and international granting agencies that use peer-review criteria.

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## SPECIFIC GUIDELINES

### TENURE

- 1) The granting of tenure constitutes the most important institutional decision relating to a faculty member. An earned PhD, or its equivalent, is required.
- 2) Tenure in the Department of Biological Sciences will be recommended only for those individuals who are judged to be committed to a long-term program of academic excellence. Major criteria for judging academic excellence and professional development will be meritorious teaching, sustained publication of peer-reviewed research of high quality, and involvement in Department graduate education. Although not given as much weight as other criteria, appropriate service to the Department and the University is expected.
- 3) An affirmative vote of at least two thirds (2/3) of the voting tenured faculty constitutes a recommendation for tenure from the faculty in the Department.
- 4) Although consideration will be given to work done elsewhere, it is expected that in all but extremely unusual cases (such as administrative appointments) some of the probationary period and scholarly activities prior to consideration for tenure will have been performed at the University.

### ASSOCIATE PROFESSOR

- 1) For promotion to Associate Professor, the individual must have an excellent record of research and scholarly productivity as evidence by sustained publication in refereed journals and other recognized outlets of national and international stature. Because support of modern biological research in every field requires financial support for graduate students and funds for supplies, travel, and experiments, evidence of significant and sustained effort to garner extramural funding must be shown.
- 2) For promotion to Associate Professor, the individual must be an established contributor at this University to graduate education in his/her area of biological science expertise.
- 3) For promotion to Associate Professor, the individual must have a record of teaching excellence.
- 4) For promotion to Associate Professor, the individual must have exhibited a commitment to Department and University service.

- 5) An affirmative vote of at least two-thirds (2/3) of the voting associate professors and professors and professors constitutes recommendation for an associate professorship from the faculty in the Department.

## **PROFESSOR**

- 1) For promotion to Professor, the individual must have an excellent record of research and scholarly productivity at this University beyond that required for associate as evidenced by a sustained record of high quality refereed publications, external grant support, and national and international stature.
- 2) For promotion to Professor, the individual must have a clear and continuing record of involvement in the Department's graduate education program, including direction of students to completion of advanced degrees.
- 3) For promotion to Professor, the individual must have a sustained record of excellent and effective teaching at the graduate and undergraduate levels.
- 4) For promotion to Professor, the individual must have exhibited a sustained commitment to service to the Department, University and scientific community.
- 5) An affirmative vote of at least two-thirds (2/3) of the voting professors constitutes recommendation for a professorship from the faculty in the Department.