**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 their assigned teaching, in graduate and undergraduate student mentoring and education, and in various types of departmental, university, and professional service. The tenure probationary period is the first five years following a September 1 start date. Tenure clocks will begin the following September 1 for faculty starting January 1. [Unless an extension of the tenure clock is granted by the Provost and Senior Vice President](https://www.depts.ttu.edu/opmanual/op32.01.php), faculty will apply for tenure and promotion in the fall of the sixth year. Specifically, faculty members are expected to do all of the following:

1. Present a record consistent with an active, competitive, and sustained research program in biology. As DBS is a diverse department, it is impossible to set “one-size fits all” requirements for the numbers or types of scholarly publications. Guidance will be provided by faculty mentors, the Tenure and Promotion (T&P) committee, and the Department Chair on annual progress in this regard, as described in detail elsewhere in this document. Evidence of excellence in research, scholarly, and creative activity may be demonstrated through but is not limited to:
   1. A substantial and sustained publication record of scholarly works published in high quality peer-reviewed journals, with published impact factors from scholarly presses and publishing houses, books, and book chapters that accept works only after rigorous review and approval by peers in the discipline;
   2. Where applicable, patents will be considered to have the same merit as peer-reviewed publications;
   3. Where applicable, software will be considered to have the same merit as peer-reviewed publications;
   4. Substantial and sustained efforts to acquire competitive extramural grants and/or contracts to finance the development of research and funding of graduate students, these grants and contracts being subject to rigorous peer review and approval;
   5. Presentation of research papers before professional societies;
   6. Citations of research in scholarly publications;
   7. Recognition for excellence of scholarship and research from awards presented by the University or other professional entities;
   8. Development of processes, instruments, or other intellectual property such as computer models that help in the understanding of complex systems**,** systems for the processing of data, transgenic organisms, antibodies, or other transferable reagents that through dissemination and transfer contributes to scientific research progress.
2. Contribute to the teaching mission of the department as outlined in the workload policy ([OP 32.18](https://www.depts.ttu.edu/opmanual/OP32.18.php)). Evidence of effective teaching may be demonstrated through but is not limited to:
   1. Demonstrate high quality and effective teaching as evaluated by their peers and students;
   2. Be prepared, highly organized, use class time efficiently, and establish clear learning objectives made available in the syllabus;
   3. Promote a diverse, equitable, and inclusive environment in their classrooms consistent with TTU’s [strategic goals](https://www.ttu.edu/stratplan/) (via e.g. revised learning objectives, development of appropriate assessment measures, group work, or use of evidence-based active learning tools);
   4. Express positive regard for students, develop good rapport with students, and show interest/enthusiasm for the subject;
   5. Emphasize and encourage student participation, ask questions, and frequently monitor student participation for student learning and teacher effectiveness;
   6. Provide regular feedback to students and reward student learning success;
   7. Demonstrate content mastery and deliver material at an appropriate level;
   8. Although special topics classes are an important mechanism for developing new courses, junior faculty also are expected to contribute to catalog courses: before reaching their sixth year they should have evidence of teaching competency in larger enrollment cataloged courses;
   9. Incorporate feedback from student and peer evaluations into course improvement if needed.
3. Make significant contributions to graduate student recruitment, retention, and degree completion. This includes 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 both within the Department and across the University.
4. Make significant contributions to undergraduate research mentoring. Examples may include but are not limited to the TTU Center for the Integration of STEM Education & Research ([CISER](https://www.depts.ttu.edu/ciser/)), the Anson L. Clark Scholars [program](https://www.depts.ttu.edu/honors/academicsandenrichment/affiliatedandhighschool/clarks/), and the [McNair Scholars](https://www.depts.ttu.edu/diversity/mcnair/) Program.
5. Serve the Department, College, University, and scientific community on committees, boards, review panels, or in other capacities. Evidence of excellence in service may be demonstrated through but is not limited to:
   1. Serving on departmental and student advisory committees.
   2. Service in faculty recruitment and evaluation through contribution to search committees;
   3. Serving on College-wide committees.
   4. Serving on University-wide committees.
   5. Outreach and engagement in any number of forms consistent with TTU [strategic priorities](https://www.ttu.edu/stratplan/) (examples may include but are not limited to service learning, TTU [STEM CORE](https://www.depts.ttu.edu/stem/), blogs, social media, websites, exhibits, iNaturalist, etc.).
   6. *Ad hoc* peer review of manuscripts or service on journal editorial boards.
   7. *Ad hoc* peer review of grant proposals or service on review panels for funding agencies (e.g. NSF, NIH, USDA).
   8. Networking at the professional level through membership in professional scientific organizations, including service on executive/governing boards of scientific organizations, or development of workshops or symposia in their subdiscipline.

**SPECIFIC GUIDELINES FOR TENURE-TRACK FACULTY**

**TENURE AND PROMOTION TO ASSOCIATE PROFESSOR:**

**Specifications**

The granting of tenure is the most important institutional decision relating to a faculty member. Tenure is achieved by those faculty who have made excellent contributions in research, shown evidence of effective teaching and mentoring of students, and made contributions in service. 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 while a faculty member of DBS. For tenure, all of the following criteria should be met:

1. An earned Ph.D., or its equivalent, is required.
2. Meritorious teaching as evaluated by tenured faculty.
3. Sustained publication of peer-reviewed research as evaluated by tenured faculty.
4. Sustained efforts to secure competitive funding as evaluated by tenured faculty.
5. Sustained involvement in service, graduate education and outreach.

**Criteria for promotion to Associate Professor** are similar to those for tenure. For promotion to Associate Professor, all of the following criteria must be met (as evaluated by the Associate and Full Professors in the department):

1. An excellent record of research and scholarly productivity as evidenced by sustained publication in refereed journals and other recognized outlets of national and international stature and in presentations at scientific venues.
2. Sustained effort to garner competitive extramural funding must be shown.
3. Evidence of substantial contributions at this University to graduate education in his/her area of biological science expertise.
4. A sustained record of teaching excellence, as indicated in teaching evaluations, peer reviews of teaching, student degree completion, and/or awards.
5. A sustained commitment to Department and professional service.
6. A nationally recognized research program as evidenced by letters of support from individuals at peer institutions.

**Procedures**

1. **Faculty mentor assignment:** In the candidate’s first year, the Department Chair and T&P committee chair will decide on a faculty mentor for the candidate.
2. **Annual meeting with T&P committee:** Each tenure track candidate will meet with and be advised by the DBS T&P committee concerning progress with respect to research, teaching, and service at least once per year (usually in the Fall semester).
   1. Faculty member or Department Chair will provide a copy of provide a copy of the original offer letter, specifying the breakdown of candidate’s responsibilities with respect to research, teaching, and service, to the Department of Biological Sciences (DBS) tenure and promotion (T&P) committee.
   2. During the annual meeting, each candidate will compile an annual dossier (for the calendar year), using a form supplied by the T&P committee, and submit this to the T&P committee. This dossier will typically serve as the focal point of the annual meeting.
   3. An annual report written by the T&P committee documenting progress, strengths, and weaknesses will be provided to the candidate.
3. **Annual peer teaching evaluation:** Every semester during the probationary period each candidate for tenure and promotion to Associate Professor will provide to the T&P committee a schedule of their teaching. The T&P committee will assign a committee member to evaluate the teaching of each candidate for tenure and promotion to Associate Professor and will send a copy of the peer teaching evaluation to the candidate to sign. These peer teaching evaluations will be included in the third-year review and tenure and promotion dossiers.
4. **Annual review:** The candidate will receive an annual review, for each year of the tenure probationary period, written by the Department Chair concerning progress, strengths, and weaknesses with respect to research, teaching, and service.
5. **Third-year review:** Each candidate will be evaluated in the spring of their third year by the entire tenured faculty and voted on as per college guidelines. Essentially the candidate will prepare a dossier as per the College of Arts and Sciences ([CAS) guidelines](https://www.depts.ttu.edu/artsandsciences/faculty/facultyReviewProcess.php), and the DBS Department Chair will make the dossier available to the voting faculty prior to the vote. The vote will be shared with the candidate and remediation plans developed if decided by the Department Chair. As per the CAS guidelines, the results will be forwarded by the Chair to the CAS Dean but are meant to be advisory and to identify and mitigate deficiencies prior to the full tenure and promotion vote in the sixth year of the probationary period.
6. **Materials needed for tenure evaluation:**
   1. The Department Chair will meet with each candidate at least 4-5 months in advance of their scheduled tenure seminar to review the process related to tenure and promotion, and to aid in the assembly of the dossier if necessary.
      1. **Letters:** The Department and [College of Arts and Sciences require five](https://www.depts.ttu.edu/artsandsciences/faculty/facultyReviewProcess.php) extramural letters of evaluation, three of which need to be from peer institutions (see [OP 32.01](https://www.depts.ttu.edu/opmanual/op32.01.php) section 4b and [peer institutions](https://www.depts.ttu.edu/irim/Miscelleneous/PeerGroup.php)). The candidate will submit a list of 12 potential reviewers to the Department Chair no later than the spring of their 5th year. CAS guidelines specify that no letter can come from a reviewer with a conflict of interest with the candidate; a candidate and reviewer are defined as in conflict if they have collaborated on a grant, publication, or as co-editors in the past four years. A candidate's dissertation advisor cannot serve as their external reviewer. The candidate will also explain in writing his or her professional relationship to the potential reviewer (*i.e.*, mentor, research colleague) if one exists and the potential reviewer’s credentials. The Department Chair will contact each referee and ask them to write a letter in support of the candidate. Reviewers will be sent the candidate’s CV. Letters from extramural reviewers will be made available to the tenured faculty as part of the candidate’s dossier.
      2. **Dossier:** The candidate will prepare a dossier in accordance with the guidelines from the [CAS](https://www.depts.ttu.edu/artsandsciences/faculty/facultyReviewProcess.php), as well as those of the University ([OP 32.01](https://www.depts.ttu.edu/opmanual/op32.01.php)); these materials are provided to the tenured faculty for consideration. These guidelines are periodically updated so the candidate must have the most recent copies available to work from.
         * 1. The T&P committee will provide all peer teaching evaluation forms and signed annual reports to the candidate to add to the dossier.
7. **Tenure seminar:**
   1. The candidate will schedule a T&P seminar as early as possible for the fall semester of their sixth year. The seminar should serve to highlight the accomplishments of the candidate, emphasizing the key components of their independent research program.
8. **Tenure vote:**
   1. After the seminar, the T&P committee will draft a short (1-2 page) summary identifying the strengths and weaknesses of the candidate in relation to the departmental standards for tenure and promotion and within-committee votes on an advisory recommendation to the Chair and faculty. This summary and recommendation will be read at the beginning of the tenured faculty discussion of tenure and promotion. 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.
   2. For each candidate, an anonymous ballot for tenure and for promotion will be distributed to voting faculty. The Chair, Associate Chair(s), and a representative from the T&P committee will count and verify the results of the faculty vote. These results will be provided only to the candidate, Department Chair, and the voting faculty.
   3. 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.
   4. Upon receipt of the faculty vote, the Department Chair will draft a letter representing the Chair’s recommendation on tenure and promotion that will, along with the vote outcome, accompany the candidate’s dossier through to the President’s decision.
9. **Tenure recommendation to the College of Arts and Sciences:**
   1. The candidate will examine the dossier material that will be submitted to the College of Arts and Sciences and will affirm that he/she has reviewed all University documents concerning tenure and promotion and has examined the content of their dossier.

**PROMOTION TO FULL PROFESSOR:**

**Specifications**

Full Professor is the highest rank available to members of the Department of Biological Sciences and indicates sustained, significant contributions to research, teaching, institutional service, and the potential for departmental leadership.

For promotion to Full Professor, all of the following criteria must be met:

1. An excellent record of research and scholarly productivity at this University beyond that required for Associate Professor, as evidenced by a sustained record of high-quality refereed publications, sustained external and competitive grant support from nationally and/or internationally funding sources, and national and international stature, as evidenced in letters of support from individuals at peer institutions;
2. A clear and continuing record of involvement in the Department’s graduate education program, including direction of students to completion of advanced degrees;
3. A sustained record of excellent and effective teaching at the graduate and undergraduate levels; and
4. A sustained commitment to service to the Department, College, University, and scientific community including but not limited to service in professional societies, on journal editorial boards, and on grant review panels.

**Procedures**

1. In the spring before the candidate wishes to go up for evaluation to Full Professor, the Department Chair will distribute a copy of the candidate’s CV to the Full Professors and will solicit a straw-poll (*i.e.*, non-binding) vote that is meant to gauge degree of support in the candidate’s qualifications and identify any potential deficiencies in the candidate’s dossier.
2. In the spring prior to standing for promotion, the candidate will provide the Department Chair with a list of potential external referees and will prepare a dossier.
   1. **Letters:** The Department and College require five extramural letters of evaluation, three of which must be from peer institutions (see [OP 32.01](https://www.depts.ttu.edu/opmanual/op32.01.php) section 4b and [peer institutions](https://www.depts.ttu.edu/irim/Miscelleneous/PeerGroup.php)). CAS guidelines specify that no letter can come from a reviewer with a conflict of interest with the candidate; a candidate and reviewer are defined as in conflict if they have collaborated on a grant, publication, or as co-editors in the past four years. A candidate's dissertation advisor cannot serve as their external reviewer. The candidate will submit a list of 12 potential reviewers to the Department Chair. The candidate will also explain in writing his or her professional relationship to the potential reviewer (*i.e.*, mentor, research colleague) if one exists and the potential reviewer’s credentials. The Department Chair will contact each referee and ask them to write a letter in support of the candidate. Reviewers will be sent the candidate’s CV. Letters from extramural reviewers will be made available to the tenured faculty as part of the candidate’s dossier.
   2. **Dossier:** The candidate will prepare a dossier in accordance with the guidelines from the [CAS](https://www.depts.ttu.edu/artsandsciences/faculty/facultyReviewProcess.php), as well as those of the University ([OP 32.01](https://www.depts.ttu.edu/opmanual/op32.01.php)); these materials are provided to the tenured faculty for consideration. These guidelines are periodically updated so the candidate must have the most recent copies available to work from. This dossier should highlight the sustained accomplishments of the candidate on national and international levels, emphasizing contributions made since tenure and promotion to Associate Professor.
3. The candidate will schedule a T&P seminar as early as possible for the fall semester. This seminar should highlight the sustained accomplishments of the candidate on national and international levels.
4. After the seminar, a faculty meeting of only the Full Professors will be held to discuss the strengths and weaknesses of the candidate. All proceedings of this meeting will be considered highly confidential. No details of said discussion, save those presented in the Chair’s letter, shall be provided to the candidate or any non-voting faculty member.
   1. For each candidate, an anonymous ballot for promotion will be distributed to voting faculty. Voting faculty who are not present to vote will send their votes and comments by email to the Department Chair. The Chair and Associate Chair(s) will count and verify the results of the faculty vote. These results will be provided only to the candidate, Department Chair, and to the voting faculty.
   2. Written comments by voting faculty regarding the candidate will be appended to the Chair's letter and will accompany the Chair's letter.
5. Upon receipt of the faculty vote, the Department Chair will draft a letter representing the Chair’s recommendation on Promotion that will, along with the vote outcome, accompany the candidate’s dossier through to the President’s decision.

**Post-Tenure Review Procedures**

TTU [Operating Policy 32.31](https://www.depts.ttu.edu/opmanual/OP32.31.pdf) requires that all faculty are evaluated in a continuous and rigorous manner. For tenured faculty, the review process includes a legislatively mandated Comprehensive Performance Evaluation (CPE) no less frequently than every 6th year following promotion from Assistant to Associate Professor, or from Associate to Full Professor. The College of Arts and Sciences has developed policy [guidelines](https://www.depts.ttu.edu/artsandsciences/faculty/facultyReviewProcess.php) that Departments are to follow. CAS policies require that faculty due for CPE are notified of the coming review by September 1st, with their review taking place early the subsequent spring semester, and recommendations forwarded to the Dean no later than April 1st. To help with this process, a departmental review committee of 5 tenured faculty (elected by the faculty) will conduct the review and report back to the Department Chair with the recommendation language for the College’s approved CPE form (see below).

The Department established policies for this review in 2021 that are closely aligned with the guidance provided by the College and as outlined below:

1. By January 31st, the faculty undergoing CPE review will provide the Committee with a packet that includes the following information:
   1. Complete, up to date CV with all publications, presentations, grant submissions and outcomes, graduate students, mentees, etc.;
   2. The teaching record for the past 6 years complete with teaching evaluation scores;
   3. A brief statement about their workload over the review period, and the successes/challenges in all areas of their workload over the prior review period;
   4. The annual performance evaluations over the review period;
   5. Optional: Any of the other documentation they wish to provide, as per CAS policy.
2. The CPE review committee will review the packet and make a recommendation using the TTU approved [form](https://www.depts.ttu.edu/artsandsciences/downloads/Faculty/Tenure_and_Promotion/COMPREHENSIVE_PERFORMANCE_EVALUATION_FORM.pdf).