D. Promotion and Tenure

1. Process for Promotion and Tenure Deliberation

Step 1: Tenured departmental faculty including the department chair will review the candidate’s application in a joint meeting.

Step 2: The tenured departmental faculty (without the department chair) will agree on a recommendation. A recommendation letter will be prepared, following departmental procedures and approved by the faculty (departments may, for example, agree to include a minority position in the letter). The letter will include the faculty recommendation and appropriate justification.

Step 3: The chair will review the candidate’s application including the faculty letter and prepare a recommendation letter which includes the chair’s recommendation and appropriate justification.

Step 4: Recommendation letters and the candidate’s application will be made available to the tenured Neeley School faculty at least two weeks prior to a scheduled faculty meeting. The chair of the department will present an overview of the candidate’s application at the faculty meeting. Following the faculty meeting and prior to the Dean’s Advisory Committee meeting, individual faculty members may send comments to the departmental representative on the Dean’s Advisory Committee. The departmental representative will make these comments available to the Dean’s Advisory Committee.

Step 5: The Dean’s Advisory Committee will review the applicant’s materials and all review letters and submit a recommendation letter to the dean. The letter will include the committee’s recommendation and appropriate justification.

Step 6: The dean will meet with the Dean’s Advisory Committee to receive the recommendation of the Dean’s Advisory Committee.

Step 7: The dean will review all candidate materials and recommendations from individuals and committees reviewing the application, and then prepare a recommendation to the Provost. While there is no requirement that the Dean’s Advisory Committee and dean agree on the recommendation, the Dean will inform the Committee if there is a disagreement regarding recommendation for tenure and/or promotion.

Step 8: If a candidate receives a favorable recommendation from the dean, the candidate’s materials and committee recommendations will be sent to the Provost following guidelines established by the university.

Approved: Neeley Faculty, April 14, 2010

2. Promotion of Assistant and Associate Professors of Professional Practice

Persons appointed to positions of Assistant, Associate or Full Professor of Professional Practice will normally hold a Ph.D. or DBA in the field in which they are appointed (or J.D. when the field is law) and have university-level teaching/administrative experience or managerial/professional experience in the field of appointment. Types of experience may be combined for purposes of appointment and promotion, except for the minimum university
teaching experience specified below. An appointee with less than seven years of university teaching/administrative experience beyond the Ph.D. or less than seven years of managerial/professional experience in the field of appointment will normally be appointed as Assistant Professor of Professional Practice. A person appointed Associate Professor of Professional Practice will normally hold a Ph.D. degree in the field of appointment and have seven or more years of total university-level teaching/administrative or managerial/professional experience in the field of appointment. This will normally include a minimum of three years of university-level teaching experience. A person appointed Professor of Professional Practice will normally hold a Ph.D. degree and have a minimum of fourteen years of total university-level teaching/administrative or managerial/professional experience in the field of the appointment. This will normally include a minimum of seven years of university-level teaching experience.

A person may qualify for promotion from the rank of Assistant or Associate Professor of Professional when he or she meets the minimum teaching/administrative and managerial/professional experience levels for appointment to the higher rank. Criteria for promotion consist of (a) excellent teaching, (b) good service, (c) and time in grade. Service may consist of service to the university or the profession. In cases where a person is assigned administrative duties as part of his or her regular assignment, performance in this area of responsibility should be included as a component of the qualifications for promotion. As a rule, five years of service as an Assistant Professor of Professional Practice at TCU is expected before consideration for promotion to Associate Professor of Professional Practice and five years of service as an Associate Professor of Professional Practice at TCU is expected before consideration for promotion to Professor of Professional Practice.

The protocol for consideration for promotion follows:

(1) The faculty member notifies his or her department chair that he or she wishes to be considered for promotion to the next higher rank in the summer preceding consideration.

(2) The faculty member prepares a dossier of material he or she wishes to have considered in the promotion decision. A dossier would be expected to include teaching evaluations, a teaching portfolio, a summary of administrative accomplishments if appropriate, any other evidence of teaching excellence that the faculty member may wish to provide, and a summary of service contributions. The dossier is not submitted for outside review. A faculty member also may include research accomplishments in the dossier although no research is expected or required.

(3) The department’s tenured professors and higher ranking professors of professional practice review the dossier.

(4) The faculty member makes a presentation of his or her relevant achievements to the department’s tenured professors and higher ranking professors of professional practice.

(5) The department’s tenured faculty and higher ranking professors of professional practice discuss the matter and vote whether or not to recommend promotion of the individual.
(6) The department chair conducts an independent review of the dossier and makes a separate recommendation.

(7) The results of the faculty vote and the chair’s recommendation are reported to the dean of the Neeley School.

(8) The dean shares the dossier and the majority vote of the department faculty (identified in steps 3 through 5) and his or her inclination regarding the promotion with the dean’s advisory committee.

(9) The dean’s advisory committee deliberates and reports its recommendations to the dean.

(10) The dean communicates his or her decision to the faculty member and forwards to the provost for approval.

(11) Promotions are effective at the beginning of the academic year following appointment.

(12) The Neeley School will provide a promotion salary adjustment from funds available to the unit.

An Assistant or Associate Professor of Professional Practice denied promotion to the next higher rank must wait a minimum of two years before re-applying for this promotion.

Approved: Neeley Faculty, October 7, 2009

3. GUIDELINES FOR FACULTY FOURTH YEAR REVIEW, ASSISTANT PROFESSORS

Purpose: The purpose of the “Fourth Year Review” is to assist tenure-track faculty in assessing their progress towards tenure midway through the probationary period. The review will be both developmental and evaluative. That is, faculty will be provided feedback in a constructive manner to encourage specific actions that can strengthen the subsequent record that would be submitted for tenure consideration. In addition, there will be an evaluative component which will either recommend continuing the probationary period to full term or ending the probationary period at the end of the fifth year.

Process and Timelines:

The fourth year review will be accomplished in the Fall of the fourth year. This will provide three full years of work to include for review. Tenure-track faculty members who have been awarded one year of time towards tenure are also required to participate in the review, and will be reviewed in their third year at TCU. Faculty awarded two or more years of time towards tenure will not participate in a review.

- By September 15 of the fourth year, the candidate must submit to their home department a cumulative review of progress in teaching, research, professional service,
academic and career advising, and professional development activities, accomplishments, and plans that provides their self-assessment of their progress towards tenure. External letters of review will not be used for the fourth year review.

- By October 1 of the fourth year, the faculty member will make presentation to the tenured and non-tenured tenure track faculty of their department.

- By October 15 of the fourth year, the department chair and the tenured faculty of the home department will provide separate recommendations to the Dean regarding developmental suggestions and a recommendation with respect to continuation of the probationary period. The department chair will forward the self-assessment report to the dean as well.

- By November 15 of the fourth year, the Dean will meet with the School Advisory Committee who will provide an assessment of the progress of the candidate and make a recommendation regarding developmental suggestions and continuation of the probationary period.

- By December 1 of the fourth year, the Dean will make a decision regarding continuation after reviewing the recommendations from their department chair and departmental tenure review committee and communicate that decision in writing to the candidate, Provost, and department chair.

Approved, Neeley Faculty, January 19, 2011