

DEAN OF FACULTIES AND  
ASSOCIATE PROVOST

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TEXAS A&M UNIVERSITY

# **College of Education and Human Development**

## **Procedures for Reappointment and Promotion Reviews For Instructional Professors**

**Adopted by CEHD Dean's Council  
September 7, 2010**

**College of Education and Human Development  
Procedures for Reappointment Review  
Instructional Professors**

These revised guidelines are intended to bring the College of Education and Human Development in compliance with the new TAMU Systems Policy 12.07 governing Academic Professional Track Faculty. This new systems policy replaced the guidelines under which the instructional professor titles were approved by the Dean's Council in 2008, and as a result, some of the changes are necessitated by the provisions in the new policy.

These procedures are intended to provide additional guidance for the review of instructional professors; they do not supplant TAMU rules regarding the retention of non-tenure track faculty. Instructional professors in the College of Education and Human Development will have one-year renewable contracts, unless otherwise specified for exceptional reasons. Faculty in these appointments will be expected to make significant contributions in the area of teaching but are required only to make significant contributions to either the area of scholarly research or creative work, or the area of service. Therefore, instructional professors must demonstrate evidence of performance in teaching and one other area, either scholarly/creative activities or service activities.

Instructional professors are evaluated annually in accordance with College and University policies for annual performance evaluations of faculty. This document provides guidance for the evaluation, continuation, and promotion of instructional professor faculty. In addition to the annual evaluation requirement, a departmental and college-level review will be required in the third year of appointment leading to the promotion review. When an instructional faculty seeks promotion (instructional assistant to instructional associate, instructional associate to full) they should consult with the department head and appropriate departmental faculty. Timelines for promotion are not tied to third-year or reappointment reviews.

**Reappoint Review (Third-Year Review)**

**General Guidelines**

Third-year reviews for instructional professors take place in the spring of the initial third year of employment.

For purpose of review, visiting instructional professors are considered part time/short term and will not be evaluated in the third-year

**Candidate's Portfolio**

Candidates for reappointment submit a portfolio of teaching, scholarly research or creative work, and/or service activities, and credentials. The portfolio will contain, but not be limited to (A) the candidate's dossier consisting of 1) a statement (not to exceed three pages) on goals, philosophies, strategies and emphases in carrying out his/her assigned areas of professional responsibilities, 2) curriculum vitae, and 3) evidence of quality performance in the areas of assigned responsibility including, but not limited to teaching, professional leadership, program development, scholarship, and/or service; (B) a job description that has

been approved by the department head; (C) an A-1 form for the current year; and (D) A-2 forms for the previous two years. This portfolio will be submitted to the department head no later than the first day of the spring semester. The dossier must provide evidence of effective teaching/plus evidence of scholarly research/creative work or service activities. Successful teaching can be demonstrated by student evaluation on teaching, evidence of student learning outcomes, peer review of teaching, course and program development activities, the use of technology to enhance teaching, internal/external grant funding to support teaching, etc.

#### **Department Instructional Professor Review Committee**

The department head will appoint an Instructional Professor Review Committee (IPRC) of 4-6 members consisting of faculty members from the instructional associate professor rank or higher for review of instructional assistant to instructional associate and instructional professor rank or higher for review of instructional associate to instructional professor. If the department has insufficient instructional professor faculty at the appropriate ranks, members of the following faculty groups from either the department or another department within the college with the appropriate rank can be used: lecturer faculty group, clinical faculty group, tenured faculty group, providing that members have knowledge of the instructional faculty role. The department head in consultation with the dean selects these committee members.

The candidate's portfolio of teaching, leadership, service and professional/scholarly/creative activities, credentials will be reviewed by the IPRC. After a review of the candidate's portfolio of teaching, service and professional/scholarly activities, and credentials, the IPRC will vote on reappointment. This vote and associated recommendations will be forwarded in writing to the department head. The IPRC recommendations should be based on the individual's written job description and performance expectations.

#### **Department Head Review and Recommendation**

Upon review of the recommendations for reappointment by the departmental committee, the department head will make a recommendation to accept or deny the recommendation. The head will forward his recommendation, along with results of the vote and recommendations of the departmental committee to the office of the dean for review by the College Lecturer and Instructional Professor Advisory Committee (LIPAC) and ultimately approval or disapproval by the dean.

#### **College Advisory Committee Review**

The College Lecturer and Instructional Professor Advisory Committee (LIPAC) review candidates for reappointment and candidates for promotion. It is responsible for conducting a thorough review of each file that is submitted by departments. It is also responsible for submitting in writing to the dean its recommendations for reappointment or promotion and a report of its vote on each file. The committee also advises the dean on issues pertaining to appointment, review, and promotion, such as guidelines for promotion and procedures for conducting reappointment and promotion reviews.

Membership on the LIPAC consists of one representative from each department and a member at large. One instructional associate professor or instructional professor or one lecturer or senior lecturer is elected by each department's instructional professor and lecturer faculty group for a 3-year term. Additionally, an instructional professor or a senior lecturer is

elected as college at-large representative. All instructional professors and lecturers within these two faculty groups are eligible to vote for their departmental representative and for the at-large representative. All members of the committee are expected to represent the College rather than to serve as advocates for their departments.

#### **Dean's Review and Decision**

The dean will review all applications for reappointment and will inform the department head and the faculty member of approval or denial of the reappointment. When the dean does not concur with the departmental recommendation, the dean will inform the department head. The department head shall then have the opportunity to present new evidence or new arguments to the dean to request a reconsideration of the decision.

#### **Recommendations for Non-Reappointment and Termination of Employment**

Termination of Employment: Notice of non-reappointment, or of intention not to reappoint a faculty member, shall be given in writing in accord with the following standards:

- All notices of non-reappointment for instructional assistant professors with fewer than five years accumulated full-time service will be effective at the end of the current contract.
- Consistent with University rules, an instructional professor who has held any faculty appointment other than assistant lecturer, or a visiting faculty title, for the equivalent of five or more academic years of full service within a seven-year period shall be provided a one-year notice if it is the University's intent not to renew the appointment.
- All decisions of non-reappointment for Instructional Associate Professors and Instructional Professors require one-year's notice.
- System policy *12.01*, Section 6, will be adhered to when dismissing an instructional faculty for cause.
  
- A decision to dismiss an instructional professor prior to the expiration of an appointment and a decision not to reappoint an instructional professor member shall be based upon adequate consideration of the individual's professional performance and shall not be made in violation of academic freedom or as a form of illegal discrimination.
- The decision and the process to dismiss an instructional faculty for cause shall be guided by System policy *12.01, Academic Freedom, Responsibility, and Tenure*.

**College of Education and Human Development  
Procedures for Promotion Review  
For Instructional Professors**

Instructional professors make a unique contribution to the educational and training mission in the College of Education and Human Development. Instructional professors are generally full-time faculty who are expected to make significant contributions in the area of teaching but are required only to make significant contributions to either the area of scholarly research or creative work, or the area of service. As part of the teaching functions, they are often engaged in supervision, program/curriculum development, and/or other academic activities. In addition, instructional professors can participate in grant activities and serve on various committees and other professional and/or scholarly activities, as appropriate. They will also be required to demonstrate evidence of continuing professional development.

**Initial Employment Requirements for the Rank of Visiting Instructional Professor**

For purposes of promotion, visiting instructional professors are considered part time/short term and are not involved in the promotion process.

- Appointment to this rank generally requires a terminal degree; however, in the College of Education and Human development, the minimum requirement is a master's degree. Under extraordinary circumstances, other degrees, certifications, and other qualifications may be considered that demonstrate evidence of exceptional accomplishment in a field that the individual will be teaching (For example, exceptional athletic experience with national prominence, renowned performing artist, nationally-renowned educator/teacher, etc.)
- Relevant professional experience (e.g., teaching experience, program/curriculum development, practical experience, supervision)
- Evidence of effective teaching experience
- Where appropriate, history of license or certification in field of expertise in the professional program area

**Initial Employment Requirements for the Rank of Instructional Assistant Professor**

- Appointment to this rank generally requires a terminal degree; however, in the College of Education and Human development, the minimum requirement is a master's degree. Under extraordinary circumstances, other degrees, certifications, and other qualifications may be considered that demonstrate evidence of exceptional accomplishment in a field that the individual will be teaching (For example, exceptional athletic experience with national prominence, renowned performing artist, nationally-renowned educator/teacher, etc.)
- Relevant professional experience
- Evidence of superior teaching experience
- Where appropriate, history of license or certification in field of expertise in the professional program area
- Interest in and commitment to engage in professional leadership or scholarly activities

### **Suggested Criteria for Promotion**

Instructional professors can be appointed at any academic rank as long as the faculty member meets the requirements for the rank. The following are the recommended requirements for promotion to the respective instructional professor faculty rank:

#### **Promotion to Instructional Associate Professor**

Must meet the requirements for instructional assistant professor, demonstrate evidence of excellence in teaching and either scholarly/creative activities or service in addition to the following:

- At least five years in rank as an instructional assistant professor
- Consistent evidence of excellence in teaching at an institution of higher education
- Service to the program, college, university, and/or community, regional, and national organizations.
- Participation in program/curriculum development and/or other activities.
- Supervision of program and/or activities
- Evidence of continued professional development and professional activities
- Evidence of scholarly/creative activities

(Successful teaching can be demonstrated by some of the following indicators: student evaluation on teaching, evidence of student outcomes, peer review of teaching, innovative program development and supervision, program leadership, using technology to enhance teaching, internal/external grant funding to support teaching; invitation to teach at domestic or international institutions of recognized excellence, selection for a department, college, or university outstanding teacher award; placement of students in academic or professional positions, etc.)

#### **Promotion to Instructional Professor**

Must meet the requirements for instructional associate professor, demonstrate evidence of excellence in teaching and either scholarly/creative activities or service in addition to the following:

- At least five years in rank as an instructional associate professor
- Evidence of excellence and leadership in teaching at an institution of higher education
- Evidence of excellence in supervision, program/curriculum development, and/or other academic activities
- Evidence of excellence in professional development activities
- Evidence of leadership and service in professional organizations (e.g., leadership in national/regional conferences, committee involvement in professional organizations, leadership in professional organizations, service as a program reviewer or on a journal editorial review board).
- Service to the college and the university
- Evidence of scholarly research or creative activities (e.g., grant funding activities, scholarly publications in refereed journals, publication of textbooks and other teaching materials, presentations at national refereed conferences, peer-reviewed creative activities, etc)

(See additional indicators of successful teaching listed above)

### **Procedures for Promotion**

The general requirement for time in rank before promotion consideration is five years. Under unusual circumstances, a request can be made to the Dean of Faculties and Associate Provost through the Dean of the College of Education to consider time in an equivalent faculty rank. For example, a senior lecturer who has served the required number of years and met or exceeded performance expectations may meet the requirement for instructional associate professor.

**Promotion to Instructional Associate Professor and Instructional Professor should include the following elements:**

### **General Guidelines**

Instructional professor review for promotion within the College requires a review by the Departmental Instructional Professor Review Committee, the Department Head, the College Lecturer and Instructional Professor Advisory Committee, the Dean, and the Provost. This review will be conducted during the fall semester.

### **Candidate's Dossier**

The candidate's dossier includes (1) a statement (typically not to exceed three pages) on goals, philosophies, strategies, and emphases in carrying out his/her professional responsibilities in the areas of assigned responsibility (i.e., teaching, professional development, supervision of programs and/or activities, scholarly activities, and service). The purpose of this statement is to provide a context for review of the file at each level; (2) a current curriculum vitae and (3) evidence of quality performance in the areas of assigned responsibility including, but not limited to teaching, service, professional leadership, program development, and/or scholarship. The evaluation must be based on written criteria. The Department Head should stipulate the information that he/she deems necessary for the evaluation of the candidate's performance that the candidate is expected to provide.

### **Department Instructional Professor Review Committee**

The Department Head will appoint a committee of 4-6 members consisting of faculty members from the instructional associate professor rank or higher for review of instructional assistant to instructional associate and instructional professor rank or higher for review of instructional associate to instructional professor. If the department has insufficient instructional professor faculty at the appropriate ranks, members of the following faculty groups from either the department or another department within the college with the appropriate rank can be used: lecturer faculty group, clinical faculty group, tenured faculty group, providing that members have knowledge of the instructional faculty role. The department head in consultation with the dean selects these committee members.

For promotion, two additional members can be added to the committee. The first is a faculty member selected by the candidate. The second is one faculty member, instructional, clinical, lecturer, or tenured, that represents the candidate's area of expertise (program). This member is selected by the department head in consultation with departmental program faculty. Therefore, for promotion only, the IPRC may consist from 6-8 members.

The IPRC will review the candidate's dossier of teaching, leadership, service and professional activities. The IPRC will vote on promotions. This vote and the committee's recommendations will be forwarded to the department head. The committee's recommendation should be based on the individual's job description and appropriate performance expectations. The departmental review committee is responsible for providing a written evaluation of the candidate's job performance in the areas of assigned responsibility. This written evaluation provides the basis for the committee's decision regarding promotion.

#### **Department Head Review and Recommendation**

Upon review of the candidate's dossier and the recommendation by the IPRC, the department head will make a recommendation to the dean's office to deny or recommend the promotion. The department head's letter will make reference to, and include as an attachment, a job description for the candidate. If the head and the IPRC do not agree on a recommendation, the matter will be forwarded to the dean for consideration. At any point in the process, candidates for promotion may elect, by written request, to withdraw their names from further consideration.

After departmental review, the department head forwards the departmental committee's vote and recommendation together with his/her recommendation to the office of the dean of the College of Education and Human Development for review by the College Lecturer and Instructional Professor Advisory Committee (LIPAC) and ultimately a review and decision by the dean.

#### **College Advisory Committee Review**

The College Lecturer and Instructional Professor Advisory Committee (LIPAC) review candidates for reappointment and candidates for promotion. It is responsible for conducting a thorough review of each file that is submitted by departments. It is also responsible for submitting in writing to the dean its recommendations for reappointment or promotion and a report of its vote on each file. The committee also advises the dean on issues pertaining to appointment, review, and promotion, such as guidelines for promotion and procedures for conducting reappointment and promotion reviews.

Membership on the LIPAC consists of one representative from each department and a member at large. One instructional associate professor or instructional professor or one lecturer or senior lecturer is elected by each department's instructional professor and lecturer faculty group for a 3-year term. Additionally, an instructional professor or a senior lecturer is elected as college at-large representative. All instructional professors and lecturers within these two faculty groups are eligible to vote for their departmental representative and for the at-large representative. All members of the committee are expected to represent the College rather than to serve as advocates for their departments.

#### **Dean's Review and Decision**

The dean will review all applications for promotion forwarded by department heads and the Department Instructional Professor Committee. The dean will inform the department head and the faculty member of approval or denial of the request for promotion. When the dean does not concur with the departmental recommendation, he/she will inform the department head of the reasons for disapproval. The department head shall then have the opportunity to ensure that all appropriate materials have been properly enclosed with the dossier and that all



relevant arguments have been put forward. If the dean still disapproves the request for promotion, she/he shall inform the department head and the faculty member of the reasons for the disapproval. If the dean approves the request for promotion, the dean notifies the department head and the candidate of that approval.

**Provost Approval**

If the dean approves the request for promotion, the dean sends a letter recommending promotion to the Dean of Faculties, pending approval by the Provost, President, Chancellor, and Board of Regents.

**Informing Faculty Members**

A faculty member shall be advised of the recommendation for or against promotion at each level of review in a timely manner. In the event of a negative decision at the departmental level, the faculty member is entitled to a written statement of the reasons that contributed to that decision.

These Instructional Professor Guidelines will be reviewed in FY 2015 (or earlier, if needed) with respect to appointment and promotion criteria, evaluation criteria, and the role of Instructional Professors in the College of Education and Human Development.