

PROMOTION AND TENURE DOCUMENT
TEXAS A&M INTERNATIONAL UNIVERSITY

June 2009
Revised September 2015

TAMIU FACULTY TENURE AND PROMOTION PACKET

Use this format when preparing your Promotion and Tenure document. The document, including the CV should not exceed 25 pages. The outline is meant to be a guide for what to include and is not intended to be inclusive or exclusive. You should discuss what material to include in the packet with the Chair of your department and Dean of your college.

Candidate _____ Department _____

Section I GENERAL DOCUMENTS

- () A. Curriculum vitae (maximum 10 pages)
- () B. Statements of philosophy of teaching, research/scholarly/creative activities, and service. Include a discussion of their relationship to TAMIU's mission (less than 2 pages typed)
- () C. Annual faculty evaluation summaries (PPEs) for the previous 5 years and mid-point review

Section II TEACHING PORTFOLIO

- () A. Professional reflection
 - Examples:*
 - Statement of teaching goals
 - Teaching load information, including level and class size
 - Evaluation of curriculum development, including sample syllabi and course materials
 - Evidence of use of technology and innovative pedagogy to complement instruction
 - Professional development in teaching, including workshops and seminars presented and attended
- () B. Evidence from students
 - Examples:*
 - Student evaluations
 - Articles co-authored with students
 - Honors and awards to supervise students
 - Community and/or school based projects guided and produced in connection with courses

- () C. Evidence from peers
Examples:
Letters from peers who have observed classes or reviewed course materials
Honors or awards for teaching excellence
Extramural funds awarded for instructional innovation, facilities, and student support

Section III RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

- () A. Evidence of success in research, scholarly activity, and creative performance
Examples:
Books and monographs
Articles in refereed scholarly journals
Other scholarly publications
Book reviews
Papers presented at scholarly meetings
Editorships and service on editorial boards
Professional consulting
Creative activities, shows and performances
Theses and dissertations supervised
- () B. Evidence of success in securing extramural funding to support research or creative activities
- () C. Evidence of community, regional, national, or international research activities or grants with organizations or schools

Section IV SERVICE

- () A. Evidence of service to the University
Examples:
Service on departmental, college, or University committees
Student advising
Faculty or staff mentoring
- () B. Evidence of service to community, regional, national, or international organizations and/or schools
Examples:
Service on boards
Consulting work
Letters from professionals, K-12 faculty, or organizational leaders about project development
Honors or awards for mentorship

TAMIU ADMINISTRATOR TENURE AND PROMOTION OUTLINE

This section should go in front of Section I – General Documents

- () A. Departmental Committee
Recommendation (exact votes)
Committee’s summary evaluation of candidate’s teaching, research/creative activities, and service
- () B. Chairperson Recommendation
Summary evaluation of candidate’s teaching, research/creative activities, and service
- () C. Director of Interdisciplinary Program/Center in which candidate is a participant (if applicable)
- () D. College Committee
Recommendation (exact votes)
Committee’s summary evaluation of candidate’s teaching, research/creative activities, and service
- () E. Dean of the College
Dean’s Promotion/Tenure Recommendation
- () F. External Letters (minimum of 3)