

PROMOTION AND TENURE DOCUMENT
TEXAS A&M INTERNATIONAL UNIVERSITY

TAMIU FACULTY TENURE AND PROMOTION PACKET

When you apply for tenure and/or promotion, you submit two three-ring binders. The first three-ring binder contains your official application and will be the only documents that committee members are required to read prior to making a recommendation on your application. This first binder cannot exceed 25 pages. The outline below describes the required order of documents to be included in the 25 pages (use dividers to label and separate major sections, please). Specific suggestions below are not intended to be inclusive or exclusive.

Additional documents (see last page) will be added to this first binder as your application makes its way through the recommendation process. You will be notified at each step of the process as to the recommendations that have been made, and you will eventually get at the end of the process either the original or a copy of all internal letters and reports in the binder. However, you will not receive copies of the external letters. We promise these external reviewers confidentiality in order to encourage candid evaluations, and we keep that promise.

As your application proceeds, you have the right to withdraw that application at any time before your application reaches the Office of the President.

The second three-ring binder is a supplement to the first binder. There is not a page limit to this second binder, and, in fact, you can submit more than one supplemental binder. You are free to include whatever you think will provide support to the claims you have made in your application. At the very least, you would want to include copies of your publications. Please be aware, however, that no one is required to read the documents in the supplemental binder. They serve only as supplementary reference resources.

Candidate _____ Department _____

Section I ***GENERAL DOCUMENTS***

- A. Letter of Application (2-page limit: summary of your professional achievements)
- B. Curriculum vitae (10 pages maximum)
- 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:*
 - Summary list of student evaluations
 - Articles co-authored with students
 - Honors and awards for supervising students or by supervised 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:*
 - Citations of your research
 - Reviews of your publications
 - 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
- D. Research Agenda post-tenure (critically important to include this!)

Section IV SERVICE

- A. Evidence of leadership and service to the University
 - Examples:*
 - Leadership and service on departmental, college, or University committees (describe contributions)
 - Student advising
 - Faculty or staff mentoring
- B. Evidence of leadership and 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

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

TAMIU ADMINISTRATOR TENURE AND PROMOTION OUTLINE

- A. **Departmental Committee Report**
Recommendation (exact votes)
Committee’s summary evaluation of candidate’s teaching, research/creative activities, and service

- B. **Chairperson Recommendation Letter**
Summary evaluation of candidate’s teaching, research/creative activities, and service

- C. **Recommendation Letter of Director of Interdisciplinary Program/Center**
in which candidate is a participant (if applicable)

- D. **College Committee Report**
Recommendation (exact votes)
Committee’s summary evaluation of candidate’s teaching, research/creative activities, and service

- E. **Dean of the College Letter**
Dean’s Promotion/Tenure Recommendation

- F. **External Letters evaluating publications** (minimum of 3)

- G. **Provost & VPAA Letter to President**
Recommendation of University Promotion & Tenure Committee (exact vote)
Summary of University P&T Committee’s evaluation
Provost’s evaluation and recommendation