

College of Liberal Arts
Department of Public Affairs and Security Studies
Tenure, Promotion and Annual/Post-Tenure Review Guidelines

The following guidelines for tenure and promotion are within the established guidelines and policies of the College of Liberal Arts (CLA) at The University of Texas Rio Grande Valley (UTRGV). These guidelines provide Public Affairs and Security Studies (PASS) faculty with information regarding performance expectations as applied in the three areas of evaluation for promotion and tenure: (1) teaching effectiveness; (2) research and scholarship achievement; and, (3) professional service to academe, community and the university. The PASS Department, in consultation with the CLA Dean, is responsible for the development of appropriate guidelines – including basic performance requirements – for faculty candidates for annual and post-tenure review, tenure and promotion. These guidelines are an effort to delineate the expectations of the Public Affairs and Security Studies and to promote collegiality between the evaluated faculty and the faculty’s reviewers. The College of Liberal Arts workload guidelines will be followed.

While the development of specific criteria is difficult, it is in the best interest of the faculty under review to have a clear understanding of expected performance levels. The following guidelines are a means of clarifying expectations for annual and post tenure review, tenure and promotion. The achievement of minimum standards will qualify the faculty candidate for consideration for tenure and promotion, but it may not result in the granting of either.

GUIDELINES FOR ANNUAL REVIEW AND POST TENURE REVIEW

The annual review evaluation process follows UT System, UTRGV College of Liberal Arts, and "Guidelines for Promotion and Tenure" as laid out in this document. Annual Review guidelines are designed to foster faculty improvement and development – e.g., movement of faculty at the assistant professor rank towards tenure and promotion to associate professor, further advancement career-wise of associate professor faculty to professor and post-tenure review. Furthermore, they are also to comply with UTRGV and UT-System requirements to annually assess faculty as to whether they are exceeding, meeting or not meeting expectations, or showing an unsatisfactory level of performance. Evaluation levels (annual review/tenure and promotion committee, department chair, college committee, dean, provost, etc.) are to consider whether faculty are meeting requirements. The responsibility for obtaining meets or exceeds (or does not meet) expectations ultimately rests with the faculty under consideration as determined through the overall evaluation. The PASS Department standard for meeting annual expectations will be evaluated by assessing combinations of different scholarly activities (e.g., conference presentations, grant submissions, scholarly article submissions, etc.) The PASS Department standard for exceeding expectations will be evaluated as the faculty having published a scholarly article in a refereed journal, obtained a substantial grant approval, earned a substantial paid fellowship, published a scholarly book, or any combination thereof. The PASS Department standard for meeting expectations will be evaluated as the faculty having made progress towards

publishing a scholarly article in a refereed journal, having submitted a substantial grant for approval, applying to obtain a substantial, paid fellowship, showing significant progress towards publishing a scholarly book, or any combination thereof. The primary principle for the PASS Department is that faculty demonstrate continuous improvement in the areas of teaching, research/scholarship, and service. PASS Department annual review/tenure and promotion/post tenure committees and the PASS department chair assessing the faculty will consider faculty advancement and achievement in the department in terms of evaluating the faculty towards their tenure, promotion and/or post tenure review goals on an annual basis.

Professors and Associate Professors considered for post tenure review will maintain performance expectations in the areas of teaching effectiveness, research and scholarship achievement, and professional service to academe, community and to the university. For teaching effectiveness, faculty under post tenure review will maintain teaching standards equivalent to their respective ranks as outlined below in this document. PASS faculty are expected to be fully qualified as graduate faculty as the department's primary mission is graduate teaching. For research and scholarship standards, post tenure review faculty in the PASS department will publish sufficient scholarly work to "meet" expectations during the normal six-year evaluation period in order to be continuously qualified as graduate teaching faculty set forth by the the PASS Department including at least two refereed journal articles (or its equivalent as defined below for each respective rank). Faculty that publish three or more scholarly peer-reviewed articles or the equivalent during the evaluation period will "exceed" expectations for PASS research and scholarship standards. For service expectation, post tenure review faculty will follow their respective rank guidelines as indicated elsewhere in this document.

GUIDELINES FOR PROMOTION AND TENURE

- I. All Public Affairs and Security Studies (PASS) faculty at the rank of Assistant Professor, Associate Professor and Professor must have a doctorate or equivalent in public affairs, public administration, public policy, political science or a related field.
- II. All PASS faculty members seeking promotion or tenure must meet the minimum approved requirements in teaching effectiveness, research and scholarship achievement, and professional service to academe, community and the university.
- III. The minimum requirements for tenure include the minimum requirements for promotion from Assistant Professor to Associate Professor. In addition, collegiality, although not numerically measured, is a consideration in the tenure decision.
- IV. For the purpose of tenure and promotion to Associate Professor, a departmental tenure and promotion personnel committee will be comprised of all PASS faculty members at the rank of Associate Professor or Professor. If there are not enough qualified PASS tenured faculty members to serve – three at a minimum – the PASS Department Chair will, in consultation with the Dean, supplement the PASS tenure and promotion personnel committee with eligible outside members from the College of Liberal Arts (CLA) who are not concurrently members of the CLA Tenure and Promotion Personnel Committee.

V. For the purpose of promotion to Full Professor, a departmental promotion to full personnel committee will be comprised of all PASS faculty members at the rank of Professor. If there are not enough qualified PASS tenured faculty members to serve – three at a minimum, the PASS Department Chair will, in consultation with the Dean, supplement the PASS promotion to full personnel committee with eligible outside members from the College of Liberal Arts (CLA) who are not concurrently members of the CLA Tenure and Promotion Personnel Committee.

VI. The PASS Department Chair will make separate evaluations from the PASS tenure and promotion personnel committees on candidates for Associate Professor and Professor.

VII. It is the responsibility of the candidate to provide a completed tenure and promotion folder adhering to University requirements, e.g., faculty dossier formats are listed on the Provost's web site. Additional documentation may be requested by the PASS Tenure and Promotion Personnel committee or the department chair.

PROCEDURES FOR TENURE-TRACK AND TENURE AND PROMOTION EVALUATIONS

TENURE TRACK REVIEW

1. Tenure track faculty shall be evaluated annually in accordance with applicable UTRGV HOP policies. The evaluation of their first year of tenure track status will occur during the spring semester of their first year and during the fall semester of each year successively thereafter until the final tenure evaluation.
2. The Department Chair will meet with each tenure track faculty member annually after completion of the Chair's evaluation to discuss the candidate's progress.
3. Each subsequent tenure evaluation shall be cumulative in nature; i.e., all relevant achievements and activities for the entire time the faculty member has been on tenure track will be included in each year's tenure evaluation file.
4. Each year's tenure evaluation shall identify the progress toward meeting the minimum criteria in the three areas of teaching, research and scholarship achievement, and service.
5. To be in compliance with the UTRGV HOP policies, tenure track faculty must be peer reviewed in the classroom every year. The PASS Department has an approved form for peer review (see Appendix I).

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

6. In accordance with applicable UTRGV HOP policies, candidates seeking promotion shall have their scholarly record reviewed by external reviewers. The candidate's record in the area of research and scholarship must be submitted for external review.

a. The external reviewers will be chosen by the following process. By March 1, the spring semester before coming-up for the final year review, the Tenure and Promotion Committee will propose at least seven individuals as reviewers. External reviewers should have the rank of professor, have expertise in the candidate's research area, and normally should not be a member of the candidate's Ph.D. committee, a co-author on a paper or article, or PI or Co-PI on a grant. The candidate for tenure and promotion to associate professor may submit up to five individuals additionally as reviewers, but the decision to choose the reviewers making the evaluation is up to the Tenure and Promotion committee and the PASS department chair.

b. The candidate should submit for review all publications that will form part of the tenure portfolio submitted to the department the following September. In all, the tenure dossier should have as many external review letters as possible. If one of the external reviewers chosen through this process cannot write a letter the Tenure and Promotion Personnel Committee can choose additional reviewers on its own. These letters are considered confidential and will be made available to the candidate under review with the names of the reviewers and their institutional affiliations redacted.

c. The Chair of the PASS Department or the Chair of the Tenure and Promotion Personnel committee will be jointly responsible for overseeing the selection of and contacting potential external reviewers.

d. A form letter will be used as a template for contacting potential external reviewers for promotion and tenure from Assistant Professor to Associate Professor (see **Appendix II**).

e. All outside review letters will be weighed equally by UTRGV PASS Department tenure and promotion personnel committee members.

TEACHING EFFECTIVENESS

PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR

The minimum teaching requirements for consideration for promotion from Assistant Professor to Associate Professor are: (1) normally six years at the rank of Assistant Professor; (2) the satisfaction of the minimum criterion of Activity 1; and (3) participate in the activities 2-12 on a consistent basis as judged by the PASS Department Committee.

ACTIVITIES:

1. Generally, the faculty will have on average 80% or more in the “strongly agree” or “agree” categories with no more than 10% of all responses of the student evaluations for

the evaluation period as a whole falling into the "disagree" or "strongly disagree" categories for courses taught to meet expectations in the PASS department.¹

Additionally, equal weight will be placed on faculty peer review teaching evaluations with 80% or more in the "Done Well" and "Truly Exemplary" categories of the *Peer Observation for Formative Assessment of Teaching* form (see **Appendix I** of this document) to meet expectations. Faculty who consistently average 90% or more "strongly agree" or "agree" in student evaluation and faculty peer teaching evaluations will be considered "exceeds expectations." Equal weight will be placed on faculty peer review teaching evaluations with 90% or more in the "Done Well" and "Truly Exemplary" categories of the Peer Observation for Formative Assessment of Teaching form (see **Appendix 1** of this document) to exceed expectations.

2. Development of a new course/teaching a previously existing course for the first time.
3. Independent studies/oversight of a student research project.
4. Student advising (including developmental advising).
5. Guest lecturer at non-UTRGV institution, including international.
6. Chair of a dissertation committee.
7. Member of a dissertation committee.
8. Chair of a thesis or honors committee.
9. Member of a thesis or honors committee.
10. Teaching awards/honors (university-level or higher).
11. Advising awards/honors (college level or higher).
12. Participation in teaching workshops or development of substantial new curriculum materials or teaching methods. These activities must be demonstrable and are limited to: production or organization of overheads/slides/tape presentations, computer programs, lab exercises, field trips, workbooks, and demonstrations.

RESEARCH AND SCHOLARSHIP ACHIEVEMENT

PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR

The minimum research and scholarship achievement requirements for consideration for promotion from Assistant Professor to Associate Professor include authorship, during the period under evaluation, of at least four articles in refereed journals, one of which must be single authorship. If no article is singularly authored, there must be a minimum of five articles done during the period under evaluation. The quantity and type of publications should be appropriate to the field, type of research and position description in public administration, public policy and/or security studies. Special awards, fellowships, or other indicators of external recognition

¹ On line courses using "coaches" or other teaching assistants will be evaluated differently by the PASS Department Tenure and Promotion Committee on a case by case basis as course instructors are not solely responsible for course implementation. The "10%" rule of "disagree" and "strongly disagree" categories may not apply at the discretion of the committee, especially for new or excessively large courses (more than 25 students) or smaller courses (5 students or less) and based on UT System criteria. Excellence in teaching is still expected.

also show evidence of scholarly effort. The Tenure and Promotion Personnel Committee, in making the personnel action decision, shall give the highest ranking to books published by university or scholarly presses, national or regional, but shall give substantial weight to peer-reviewed journal articles, monographs, edited books, book chapters, or other publications that have undergone a peer-review process. Since not all publications are equivalent, some differentiation will be made among them.

The research effort required will also be an important criterion in evaluating publications. Some fields of research and certain specializations within broad fields may pose greater difficulties to the scholar and may be more demanding in terms of time required for the completion and publication of a given project. In determining the quality of work, published reviews of the work will be considered. The aforementioned factors will also be considered in evaluating journal articles. Since there are a great variety of journals, varying in content and quality, certain criteria based on the prestige, scope, impact, etc. of the venue will be a factor will be taken into consideration that will enable the making of qualitative distinctions. To be sure, articles will be judged on their own merits—their conceptual framework, their scope, their depth, and their contribution to the knowledge of any of the disciplines within the PASS Department. But the reputation and scope of the journal will constitute important criteria. All tenured and tenure-track faculty in the PASS Department will decide by a simple majority vote when questions may arise as to the inclusion and consideration of a journal or scholarly book for tenure and promotion.

Research published in a language other than English may require an interpretive review by a scholar chosen by the candidate that is fluent with the language as directed by the department personnel committee for tenure, promotion and annual review.

1. Academic publications necessary for tenure and promotion:

- a. Scholarly book (may substitute for up to 3 refereed journal articles)
- b. Refereed journal article
- c. Refereed book chapter (may substitute for 1 refereed journal article)
- d. Scholarly anthology (i.e., editorship of a book of original essays - not reprints - will substitute for 1 refereed journal article, co-editor, associate or assistant editor = .5 refereed journal article.)
- e. Grant, national, state, or local foundation/ agency (3-4 year projects, requiring 80 or more hours of preparation time; e.g. NSF, NIMH, NIJ, US State Dept.) – (may substitute for 1 refereed article)

2. Faculty applying for promotion to associate professor from assistant professor will need a minimum 4 (or 5, as defined, journal article equivalence above). In addition, the faculty may attain scholarly attainment support from other scholarly activities listed below, although not at the rate established above and in addition to the Academic publication requirement (#1. above):

Textbook – Advanced (upper-level/graduate) (may substitute for 1 refereed journal article)

Introductory (freshmen/sophomore) (may substitute for 1 refereed journal article)

Revised editions or foreign language translations of any book (= .5 refereed article)

Law Review Article (= .5 refereed article)

Other Published Scholarship:

- a. Non-refereed scholarly journal article
- b. Non-refereed scholarly book chapter
- c. essay/response/rejoinder in scholarly journal
- d. Book or film review in scholarly journal
- e. Abstract/Newsletter commentary
- f. Achievement awards/honors (college level or higher)
- g. Attend professional development conferences research/grant writing

All these items (2.a. to 2.g) will be considered as scholarly work, but less than .5 of a refereed article at the discretion of the PASS Tenure and Promotion Committee.

Academic Presentations: Additionally, the candidate may show evidence of work from the following list of activities when supported by the university.

3. Other Activities:

- a. Paper presentation--International or national conferences
- b. Regional or state conferences
- c. Local academic conferences
- d. Chair, discussant, --International or national conferences
- e. Round table participant
- f. Regional or state conferences
- g. Local academic conferences

Items 3a.-3g. will be considered as scholarly work leading to eventual publication although no more value than publications or grant activities at the discretion of the PASS Tenure and Promotion Committee. Presentations cannot count for publication credit.

4. Grant, national, state, or local foundation agency (3-4 year projects, requiring 80 or more hours of preparation time; e.g. NSF, NIMH, NIJ). A substantial external grant submission that receives positive reviews may substitute for one publication towards tenure and promotion.

- a. Approved Full credit
- b. Not approved Partial credit (= .5 refereed article)
- c. Subsequent years/grant management Partial credit (= .5 referred article)

- d. Regional supervisor/subcontractor on a multi-institutional grant (= .25 refereed article)
- e. Approved grants (beyond the first grant) Full credit (= .5 refereed article)
- f. Submitted but not approved (beyond the first grant) Partial credit (= .25 refereed article)
- g. Unreviewed grant submissions cannot be counted as equivalent to an article. Credit could be given only for cases that have already met publication requirements.

5. Grant proposal to state, regional private foundation, or small scale grants to national agency, requiring approximately 20 hours of preparation

- a. Approved Full credit (= .25 refereed article)
- b. Not approved Partial credit (= .125 refereed article)
- c. Proposal to local agencies/faculty research council (= .125 refereed article)
- d. Honors and Awards -- International or National (= .25 refereed article)
- e. Regional or state (= .125 refereed article)
- f. Local (= .125 refereed article)
- g. College Level or Higher Excellence Award for Scholarship (= .125 refereed article)
- h. Editor or co-editor of an academic journal (= .25 refereed article)
- i. Officer of an academic research organization (= .125 refereed article)
- j. Executive council member of an academic organization/editorial board member of an academic journal/national scholarly grant review board member (= .125 refereed article)
- k. Maintaining a publicly accessible, research-oriented collection, archive, or computerized data base. (= .125 refereed article)

PROFESSIONAL SERVICE

PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

The minimum service requirements for consideration for promotion from Assistant Professor to Associate Professor include professional service from the activities listed below. The Committee will evaluate the quality as well as the quantity of the service activities.

Activities:

1. University Service:

Department Chair/Associate Dean

Non-research capacity for 25% time or more

Faculty senator or president/chair of professional organization's local unit not formally recognized as the exclusive consulting agent for the faculty, (e.g., AAUP, AFT, NEA, etc.)

Member of Faculty Senate Executive Committee

University, U.T. System, College or Campus Life committee Member/Chair

Department committee/Chair or Member

Advisor to a student organization

Guest lectures to UTRGV classes or clubs

Statistical Consultant internal to university (only consultant)

International service activities – initiating, facilitating, or developing international programs or collaborative projects, developing academic programs at foreign institutions

Supervision/management of international service activities

Service awards/honors (college or higher)

2. Academic/Professional Service:

Ad hoc reviewer -- book
grant proposal
article/book chapter
conference paper

Organizer of a conference -- International or National
Regional or state or local

Member of a conference organizing committee
-- International or National
Regional or state
Local

Officer/member, governing board of a professional organization
-- International or National
-- Regional/state/local

Memberships in professional organizations

3. Community Service:

The performance of professionally-related activity for the benefit of the community (e.g. talks to community groups, media interviews, guest editorials, book or film reviews)

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

The minimum requirements for consideration for promotion from Associate Professor to Professor are: (1) at least 6 years at the rank of Associate Professor; (2) the satisfaction of the minimum criterion of activity 1; (3) the accumulation of Activities during the six-year period. In addition, to be in compliance with applicable UTRGV HOP policies, tenured faculty must be peer reviewed in the classroom a minimum of once every three years, and upon initiating the promotion process, and must prepare a sample of their written scholarship for External Review.

Peer Review

All tenured faculty are required to be peer reviewed for classroom teaching a minimum of one (1) time every three (3) years. The PASS Department has an approved form for peer review (see **Appendix I**). The reviewer must be of the same rank or higher as the faculty being reviewed.

External Review

Six months prior to the date for submission of the candidate's promotion dossier, the faculty seeking promotion to professor will submit a list of at least five (5) potential external reviewers to the tenure and promotion personnel committee and a sample of their scholarly work completed since their last promotion (but not exceeding six years). The committee will select three (3) names from the candidate's list, if possible, requesting them to serve as external reviewers. Additionally, the PASS department chair may select three (3) to five (5) names. External reviewers should have the rank of professor, have expertise in the candidate's research area, and will not be a member of the candidate's Ph.D. committee, a co-author on a book, conference paper or article, former university classmate, former co-worker, or principal investigator (PI) or Co-PI on a grant. Great care should be taken that there are not conflicts of interest in the selection of external reviewers. The Guidelines for the Selection of External Reviewers, established by the office of Academic Affairs will be followed.

The candidate should submit for review all publications that will form part of the promotion portfolio submitted to the department the following September. In all, the promotion dossier should have as many external review letters as possible. If one of the external reviewers chosen through this process cannot write a letter the Tenure and Promotion Personnel Committee can choose additional reviewers on its own. These letters are considered confidential and will be made available to the candidate under review with the names of the reviewers and their institutional affiliations redacted.

The Chair of the PASS Department or the Chair of the Tenure and Promotion Personnel committee will be jointly responsible for overseeing the selection of and contacting potential external reviewers.

A form letter will be used as a template for contacting potential external reviewers for promotion and tenure from Associate Professor to Full Professor (see **Appendix III**).

All outside review letters will be weighed equally by UTRGV PASS Department tenure and promotion personnel committee members.

TEACHING EFFECTIVENESS

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

ACTIVITIES:

1. Generally, the faculty will have on average 80% or more in the “strongly agree” or “agree” categories with no more than 10% of all responses of the student evaluations for the evaluation period as a whole falling into the "disagree" or "strongly disagree" categories for courses taught to meet expectations in the PASS department.² Additionally, equal weight will be placed on faculty peer review teaching evaluations with 80% or more in the “Done Well” and “Truly Exemplary” categories of the *Peer Observation for Formative Assessment of Teaching* form (see **Appendix I** of this document). Faculty who consistently average 90% or more “strongly agree” or “agree” in student evaluation and faculty peer teaching evaluations will be considered “exceeds expectations.”
2. Development of a new course/teaching a previously existing course for the first time.
3. Independent studies/oversight of a student research project.
4. Student advising (including developmental advising).
5. Guest lecturer at non-UTRGV institution, including international.
6. Chair of a dissertation committee.
7. Member of a dissertation committee.
8. Chair of a thesis or honors committee.
9. Member of a thesis or honors committee.
10. Teaching awards/honors (university-level or higher).
11. Advising awards/honors (college level or higher).
12. Participation in teaching workshops or development of substantial new curriculum materials or teaching methods. These activities must be demonstrable and are limited to: production or organization of overheads/slides/tape presentations, computer programs, lab exercises, field trips, workbooks, and demonstrations.

RESEARCH AND SCHOLARSHIP ACHIEVEMENT

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

² On line courses using “coaches” or other teaching assistants will be evaluated differently by the PASS Department Tenure and Promotion Committee on a case by case basis as course instructors are not solely responsible for course implementation. The “10%” rule of “disagree” and “strongly disagree” categories may not apply at the discretion of the committee, especially for new or excessively large courses (more than 25 students) or smaller courses (5 students or less) and based on UT System criteria. Excellence in teaching is still expected.

The minimum research and scholarship achievement requirements for consideration for promotion from Associate Professor to Full Professor include authorship of at least six articles in refereed journals, during the period under evaluation, one of which must be single authorship. If no article is singularly authored, there must be a minimum of seven articles done during the period under evaluation. The quantity and type of publications should be appropriate to the field, type of research and position description in public administration, public policy and/or security studies. Special awards, fellowships, or other indicators of external recognition also show evidence of scholarly effort. The Tenure and Promotion Personnel Committee, in making the personnel action decision, shall give the highest ranking to books published by university or scholarly presses, national or regional, but shall give substantial weight to peer-reviewed journal articles, monographs, edited books, book chapters, or other publications that have undergone a peer-review process. Since not all publications are equivalent, some differentiation will be made among them.

The research effort required will also be an important criterion in evaluating publications. Some fields of research and certain specializations within broad fields may pose greater difficulties to the scholar and may be more demanding in terms of time required for the completion and publication of a given project. In determining the quality of work, published reviews of the work will be considered. The aforementioned factors will also be considered in evaluating journal articles. Since there are a great variety of journals, varying in content and quality, certain criteria - prestige, scope, impact, etc. of the venue will be a factor and will be taken into consideration that will enable the making of qualitative distinctions. To be sure, articles will be judged on their own merits—their conceptual framework, their scope, their depth, and their contribution to the knowledge of any of the disciplines within the PASS Department. But the reputation and scope of the journal will constitute important criteria. All tenured and tenure-track faculty in the PASS Department will decide by a simple majority vote when questions may arise as to the inclusion and consideration of a journal or scholarly book for tenure and promotion.

1. Academic publications necessary for tenure and promotion:

- a. Scholarly book (may substitute for up to 3 refereed journal articles)
- b. Refereed journal article
- c. Refereed book chapter (may substitute for 1 refereed journal article)
- d. Scholarly anthology (i.e., editorship of a book of original essays - not reprints - will substitute for 1 refereed journal article, co-editor, associate or assistant editor = .5 refereed journal article.)
- e. Grant, national, state, or local foundation/ agency (3-4 year projects, requiring 80 or more hours of preparation time; e.g. NSF, NIMH, NIJ, US State Dept.) – (may substitute for 1 refereed article)

2. Faculty applying for promotion to professor from associate, the professor will need a minimum of 6 (or 7 if lacking single authored articles, as defined in the journal article equivalence above). In addition, the faculty may attain scholarly attainment support from other scholarly activities listed below, although not at the rate established above and in addition to the Academic publication requirement (#1. above):

Textbook – Advanced (upper-level/graduate) (may substitute for 1 refereed journal article)

Introductory (freshmen/sophomore) (may substitute for 1 refereed journal article)

Revised editions or foreign language translations of any book (= .5 refereed article)

Law Review Article (= .5 refereed article)

Other Published Scholarship:

- a. Non-refereed scholarly journal article
- b. Non-refereed scholarly book chapter
- c. essay/response/rejoinder in scholarly journal
- d. Book or film review in scholarly journal
- e. Abstract/Newsletter commentary
- f. Achievement awards/honors (college level or higher)
- g. Attend professional development conferences research/grant writing

All these items (2.a. to 2.g) will be considered as scholarly work, but less than .5 of a refereed article at the discretion of the PASS Tenure and Promotion Committee.

Academic Presentations: Additionally, the candidate may show evidence of work from the following list of activities when supported by the university.

3. Other Activities:

- a. Paper presentation--International or national conferences
- b. Regional or state conferences
- c. Local academic conferences
- d. Chair, discussant, --International or national conferences
- e. Round table participant
- f. Regional or state conferences
- g. Local academic conferences

Items 3a.-3g. will be considered as scholarly work leading to eventual publication although no more value than publications or grant activities at the discretion of the PASS Tenure and Promotion Committee. Presentations cannot count for publication credit.

4. Grant, national, state, or local foundation agency (3-4 year projects, requiring 80 or more hours of preparation time; e.g. NSF, NIMH, NIJ). A substantial external grant submission that receives positive reviews may substitute for one publication towards tenure and promotion.

- a. Approved Full credit
- b. Not approved Partial credit (= .5 refereed article)
- c. Subsequent years/grant management Partial credit (= .5 referred article)

- d. Regional supervisor/subcontractor on a multi-institutional grant (=0.25 refereed article)
- e. Approved grants (beyond the first grant) Full credit (=0.5 refereed article)
- f. Submitted but not approved (beyond the first grant) Partial credit (=0.25 refereed article)
- g. Unreviewed grant submissions cannot be counted as equivalent to an article. Credit could be given only for cases that have already met publication requirements.

5. Grant proposal to state, regional private foundation, or small scale grants to national agency, requiring approximately 20 hours of preparation

- a. Approved Full credit (=0.25 refereed article)
- b. Not approved Partial credit (=0.125 refereed article)
- c. Proposal to local agencies/faculty research council (=0.125 refereed article)
- d. Honors and Awards -- International or National (=0.25 refereed article)
- e. Regional or state (=0.125 refereed article)
- f. Local (=0.125 refereed article)
- g. College Level or Higher Excellence Award for Scholarship (=0.125 refereed article)
- h. Editor or co-editor of an academic journal (=0.25 refereed article)
- i. Officer of an academic research organization (=0.125 refereed article)
- j. Executive council member of an academic organization/editorial board member of an academic journal/national scholarly grant review board member (=0.125 refereed article)
- k. Maintaining a publicly accessible, research-oriented collection, archive, or computerized data base. (=0.125 refereed article)

PROFESSIONAL SERVICE

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

The minimum service requirements for consideration for promotion from Associate Professor to Professor include the accumulation of professional service substantially above the minimums established for promotion from assistant to associate professor (listed above in this document) from the activities listed below.

Activities:

1. University Service:

Department Chair/Associate Dean

Non-research capacity for 25% time or more

Faculty senator or president/chair of professional organization's local unit not formally recognized as the exclusive consulting agent for the faculty, (e.g., AAUP, AFT, NEA, etc.)

Member of Faculty Senate Executive Committee

University, U.T. System, College, or--Chair
Campus Life committee/council Member
Department committee/ Chair/Member
Advisor to a student organization
Guest lectures to UTRGV classes or clubs
Clinicians offering free nonteaching services in university clinics or under the auspices of the university.
Statistical Consultant internal to university (only consultant)
International service activities – initiating, facilitating, or developing international programs or collaborative projects, developing academic programs at foreign institutions
Supervision/management of international service activities
Service awards/honors (college or higher)

2. Academic/Professional Service:

Ad hoc reviewer -- book
 grant proposal
 article/book chapter
 conference paper

Organizer of a conference -- International or National
 Regional or State or Local

Member of a conference organizing committee
-- International or National
 Regional or State or Local

Officer/member, governing board of a professional organization
-- International or National
-- Regional/State/local

Memberships in professional organizations

3. Community Service:

The performance of professionally-related activity for the benefit of the community (e.g. talks to community groups, media interviews, guest editorials, book or film reviews)

Appendix I

Peer Observation for Formative Assessment of Teaching

Faculty Member Observed _____ Rank _____

Date of Observation _____ Course Observed _____

Type of Course (lecture, lab, etc.) _____

	<u>Not Applicable</u>	<u>Needs Improvement</u>	<u>Done Well</u>	<u>Truly Exemplary</u>
CONTENT				
1. Presented main ideas clearly	NA	NI	DW	TE
2. Clearly addressed relevancy of main ideas	NA	NI	DW	TE
3. Called for higher order thinking of students	NA	NI	DW	TE
4. Related ideas to students' prior knowledge	NA	NI	DW	TE
5. Provided definitions for new terms/concepts	NA	NI	DW	TE
6. Referred students to sources of credible information to deepen and/or broaden their knowledge of an idea	NA	NI	DW	TE
ORGANIZATION				
7. Was prepared for class	NA	NI	DW	TE
8. Connected content to previous classes	NA	NI	DW	TE
9. Stated organization/objectives	NA	NI	DW	TE
10. Used clear, effective transitions with summaries	NA	NI	DW	TE
11. Used instructional time well	NA	NI	DW	TE

CLASSROOM INTERACTIONS

12. Facilitated students' active engagement/participation in learning	NA	NI	DW	TE
13. Used and responded to questions effectively	NA	NI	DW	TE
14. Showed awareness of different levels of students' knowledge	NA	NI	DW	TE
15. Had a good rapport/engagement with students	NA	NI	DW	TE
16. Was responsive to verbal and nonverbal feedback from students	NA	NI	DW	TE
17. Treated students with respect	NA	NI	DW	TE

EFFECTIVE COMMUNICATION

18. Was confident and enthusiastic	NA	NI	DW	TE
19. Made adequate eye contact with students	NA	NI	DW	TE
20. Used clear articulation and pronunciation	NA	NI	DW	TE
21. Avoided distracting mannerisms and language	NA	NI	DW	TE
22. Projected voice to be easily heard	NA	NI	DW	TE
23. Used appropriate pace of delivery	NA	NI	DW	TE

USE OF MEDIA AND INSTRUCTIONAL MATERIALS

24. Used classroom technology proficiently	NA	NI	DW	TE
25. Websites, video clips, and other visuals and audiovisuals effectively	NA	NI	DW	TE
26. Provided effective outline/handouts	NA	NI	DW	TE

Comments

Quality of the syllabus:

Date of Conference on Syllabus before Classroom Visit _____

Quality of instruction:

Strengths and innovations

Areas for improvement

Date of Conference after Classroom Visit _____

Observer Signature _____

Observer Name (Print) _____

Observer Title _____

Signature of instructor _____

At the closing conference, the observer should inquire about the instructor's availability to students outside of class time. If the instructor's availability is consider limited, the observer should share strategies that will increase availability to students.

Appendix II Assistant Professor to Associate Professor Form Letter

Dear Dr. XXXXXX:

The Public Affairs and Security Studies (PASS) Department at the University of Texas Rio Grande Valley (UTRGV) is evaluating Professor XXXXX for promotion and tenure. As part of our review process we would like to invite you to provide an external review of his/her scholarly accomplishments. Professor XXXXX is presently an Assistant Professor of XXXXXXXX and has been with the PASS department since XXXX. Her/His professional vita is attached to this message.

Your review should give an assessment of Dr. XXXXX's standing as a scholar in the appropriate Public Affairs Security Studies field (e.g., public administration, public policy and/or security studies) and include an evaluation of the quality of her/his contributions in this field. While UTRGV gives primary emphasis to excellence in teaching, our evaluation criteria also require faculty to establish a continued record of scholarly achievement. We would particularly appreciate your evaluation of the contribution that the candidate's work has made to the field, viewing each work separately or in combination as seems appropriate. We would also be interested, of course, in any other insights you might have about Dr. XXXXXX's scholarly accomplishments. We ask, however, that you do not judge whether or not the candidate would be evaluated positively for tenure and promotion at your own institution.

All external review letters will become part of Professor XXXXX's tenure/promotion packet to be reviewed in accordance with our personnel procedures. Your evaluation will be made available to the candidate but your name, institutional affiliation and other identifying factors will be redacted. Your letter will be available to our Department's review committee, UTRGV's College of Liberal Arts (CLA) review committee, as well as to the Dean, the University Committee on Promotion and Tenure, the Provost, and President. Beyond that we will regard your letter as a confidential document insofar as the law allows.

UTRGV's promotion and tenure review timeline requires our Department committee to complete its work by the end of September, and we would hope to have letters returned from those who agree to serve as external reviewers by September 1. To expedite your review of Prof. XXXXX's work, we would prefer that you send electronic copies of the Professor's evaluation documents if that is acceptable. Please indicate in your response whether electronic copies are acceptable. If not, we would be happy to have you furnish physical copies.

I thank you in advance for your assistance in this important review.

Appendix III Associate Professor to Full Professor Form Letter

Dear Dr. XXXXXX:

The Public Affairs and Security Studies (PASS) Department at the University of Texas Rio Grande Valley (UTRGV) is evaluating Professor XXXXX for promotion to full professor. As part of our review process we would like to invite you to provide an external review of his/her scholarly accomplishments. Professor XXXXX is presently an Associate Professor of XXXXXXXX and has been with the PASS department since XXXX. Her/His professional vita is attached to this message.

Your review should give an assessment of Dr. XXXXX's standing as a scholar in the appropriate Public Affairs Security Studies field (e.g., public administration, public policy and/or security studies) and include an evaluation of the quality of her/his contributions in this field. While UTRGV gives primary emphasis to excellence in teaching, our evaluation criteria also require faculty to establish a continued record of scholarly achievement. We would particularly appreciate your evaluation of the contribution that the candidate's work has made to the field, viewing each work separately or in combination as seems appropriate. We would also be interested, of course, in any other insights you might have about Dr. XXXXXX's scholarly accomplishments. We ask, however, that you do not judge whether or not the candidate would be evaluated positively for promotion at your own institution.

All external review letters will become part of Professor XXXXX's tenure/promotion packet to be reviewed in accordance with our personnel procedures. Your evaluation will be made available to the candidate but your name, institutional affiliation and other identifying factors will be redacted. Your letter will be available to our Department's review committee, UTRGV's College of Liberal Arts (CLA) review committee, as well as to the Dean, the University Committee on Promotion and Tenure, the Provost, and President. Beyond that we will regard your letter as a confidential document insofar as the law allows.

UTRGV's promotion and tenure review timeline requires our Department committee to complete its work by the end of September, and we would hope to have letters returned from those who agree to serve as external reviewers by September 1. To expedite your review of Prof. XXXXX's work, we would prefer that you send electronic copies of the Professor's evaluation documents if that is acceptable. Please indicate in your response whether electronic copies are acceptable. If not, we would be happy to have you furnish physical copies.

I thank you in advance for your assistance in this important review.