

College of Liberal Arts  
Mexican American Studies (MAS) Program  
Faculty Tenure and Promotion Guidelines

**The following principles are provided to assist faculty members who are seeking promotion and tenure and promotion to Full Professor in the Mexican American Studies Program within the College of Liberal Arts:**

1. General guidelines for tenure are provided in the Handbook of Operation Procedures (HOP), [ADM 06-505](#). A faculty member should be familiar with this HOP section and the program's tenure performance levels as outlined in this document.
2. A faculty member awarded tenure must have earned a doctorate/terminal degree or its equivalent in their respective discipline from an accredited institution of higher education.
3. For tenure-track professors, minimum performance levels must be met in the areas of teaching, research/scholarship, and service during the probationary period while employed at The University of Texas Rio Grande Valley in order to be considered for tenure. Meeting the minimum performance levels does not guarantee tenure. Normally, a faculty member is required to apply for tenure in the sixth year of probation unless given a one-year extension by the Provost due to personal circumstances (HOP [ADM 06-505](#)).
4. A candidate who has tenure or is on tenure track at another university, and has not been awarded tenure upon hire at UTRGV, may negotiate for prior work and years of experience credited toward tenure as part of the probationary period before being hired. This negotiation will occur among the candidate, Chair and/or Dean, and subject to the approval of the Provost. Prior to employment, this agreement must be in writing and signed and placed in their personnel folder and in the candidate's tenure dossier.
5. All faculty tenure and promotion reviews will follow the procedures and timelines established by H.O.P. [ADM 06-505](#), the appropriate [Pathways for Review Deadlines](#), and the [Annual Faculty Evaluations & Tenure-Track/Tenure and Promotion Reviews Process and Guidelines](#) as updated on the UTRGV [Provost's Faculty Resources website](#).
6. As per [ADM 06-505](#), candidates for Promotion and Tenure or Promotion to Full Professor are required to include external reviews of their research/scholarship as per the established guidelines. The Mexican American Studies program will follow the Provost's [Guidelines for the Selection of External Reviewers for Faculty Promotion and Tenure](#).
7. All dossiers will be prepared and routed electronically via the [UTRGV Faculty Portfolio Tool](#).
8. Time in rank requirements.  
For Assistant Professors H.O.P. [ADM 06-505](#) states that the "maximum probationary period for tenure-track faculty shall not be more than seven (7) years of full-time academic service. No later than thirty (30) calendar days prior to the end of the sixth (6th) academic year of probationary service, all tenure-track faculty shall be given notice that the subsequent academic year will be the terminal year of employment or, that beginning

with the subsequent academic year, tenure will be granted.” Unless otherwise negotiated during the hiring process, the faculty member will normally apply for tenure and promotion during the penultimate year of his/her probationary period. A faculty member may, however, request tenure and promotion earlier “if he or she believes the performance record excels in the three areas of faculty responsibility and substantially exceeds the department’s Evaluation Standards/Criteria for tenure and promotion.” Such a request must follow the process detailed in [ADM 06-505](#).

For Associate Professors seeking promotion to the rank of Full Professor [ADM 06-505](#) states that “The minimum time in the associate professor rank for promotion to professor is six years.”

9. Revisions of the Program’s basic tenure requirements during any tenure-track faculty member’s probationary period will not be applicable to that faculty member for two full academic years after official adoption unless required by Regents’ Rules or until the HOP policy changes. The faculty member may choose to be evaluated by this document upon its approval and need not wait for two years.

### **External Reviews for Tenure and Promotion to Associate Professor and Promotion to Full Professor.**

Candidates, in consultation with the Program Director, will be evaluated by peers outside the institution following the process described below:

In the **spring, previous to his/her application** for Tenure and Promotion or Promotion to Full Professor

- 1) By March 1: Candidate provides a minimum of FIVE names who are scholars in comparable academic fields to the candidate, his/her relationship to each, and a brief statement why that individual will be a good choice for external review. The Committee and or Director will provide an additional FIVE names of scholars for external reviewers. The candidate will be informed of the final list of reviewers and will have opportunity to comment on list of reviewers.
- 2) By March 31: Provide a scanned version or FOUR hard copies each of the following to the Program Director:
  - a. his/her up-to-date CV,
  - b. a statement summary of his/her research/scholarship for the years back to his/her previous promotion,
  - c. three samples of his/her scholarship and/or creative work from the period of evaluation.

By March 31: The program’s elected T&P committee will:

- 1) Consider the list provided by candidate(s) for promotion (and tenure) in the following fall and
- 2) Forward these names to the Program Director with the committee’s recommendations in order of preference for selection.

The Program Director will contact reviewers from those forwarded by the Chair of the elected T&P committee until a minimum of FOUR have responded that they will review the candidate. The additional names and sets of materials will be held in case one or more of the original reviewers does not respond with a review. During April, the Academic Program Director will

send one set of the documents provided by the candidate to each reviewer with a letter/e-mail requesting that the review comment on the current, as well as the potential, state of the candidate's research/scholarship/creative work. The letter will also describe the following: 1) confidentiality process, 2) a summary of the typical workload, and 3) travel support. Additionally, a form will be supplied requesting the personal and contact information of the reviewer, his or her CV, and a request for the written review to have no identifying marks. All received reviews will be provided to the candidate with all information identifying the reviewer redacted and included in candidate's dossier. The candidate has the right to respond to any review. Said response(s) will be added to his/her dossier.

### **Review Procedures & Tenure and Promotion Committee:**

1. The faculty member shall submit tenure-evaluation materials through the Faculty Portfolio Tool during each year of their probationary period to the Academic Program Director who will forward it to the appropriate level.
2. Full-time tenured and tenure-track/promotion faculty shall determine by secret ballot the membership of the Program Tenure and Promotion Committee. The following restrictions apply:
  - a. The Director shall not be a member of the Program Tenure and Promotion Committee.
  - b. The Program Tenure Committee must be composed exclusively of tenured faculty. In the event that the Program does not have the required amount of tenured faculty, the Dean, in consultation with the Academic Program Director, will appoint joint or affiliate faculty in MAS from other departments or colleges as appropriate.
  - c. A committee composed of Full Professors must review the Promotion to Full Professor. In the event that the Program does not have the required amount of tenured full Professors, the Dean, in consultation with the Program Director, will appoint a full professor(s) from another department in the College.
  - d. The Program Tenure Committee shall elect its own Chair.
3. Each year, in accordance with the Tenure Evaluation Calendar, the Program Tenure Committee and Academic Program Director will independently and successively evaluate a faculty member's performance and provide the faculty member with the following:
  - a. written evaluation of noted strengths and/or areas for improvement in performance;
  - b. recommendation to reappoint on tenure-track or remove from tenure track;
  - c. recommendation for consideration for tenure when appropriate.
4. Tenure-track faculty members are expected to demonstrate consistent progress toward the achievement of tenure. To facilitate this progress, the faculty member will have a conference with the Program Director at the conclusion of the tenure evaluation process to discuss perceived strengths/weakness, possible means of improvement, and prospects for reappointment and continuation to final tenure review.

5. The candidate may appeal his or her evaluation for tenure at any level of the process. Faculty members wishing to appeal will follow the “Request for Consideration” procedures under ADM 06-505.

## **Performance Standards**

1. The granting of tenure is a decision made only after careful deliberation at all levels of review noted in H.O.P. [ADM 06-505](#)
2. The decision to award tenure is the result of the collective and subjective review of a faculty member’s performance in teaching, research/scholarship and service by the Program’s Tenure and Promotion Committee, the Program Director, College Committee, Dean, Provost, and President. Only The University of Texas System Board of Regents grants tenure status. Reappointment after the probationary period does not by itself constitute the granting of tenure.
3. To be considered for tenure, a tenure-track faculty member must meet the program’s requirements for tenure and promotion. Faculty should be aware, as stated in HOP [ADM 06-505](#) that “Each department shall develop its own evaluation standards/criteria with the goal of becoming an emerging research institution. These shall be approved by the department faculty, chair, college dean, and the Provost/EVPAA” and that “Meeting these basic evaluation requirements/criteria does not ensure tenure or promotion; however, failure to meet these basic evaluation standards/criteria will result in ineligibility for tenure or promotion consideration.”

**A tenure-track faculty member’s principal responsibilities are teaching, research/scholarship and service. In the Mexican American Studies Program these performances are weighted as follows:**

Teaching: 40%

Research/Scholarship: 40%

Service: 20%

## **CRITERIA FOR EVALUATING TEACHING**

The Program Tenure Committee will consider the following when assessing excellence in teaching. Faculty members will be expected to show evidence of student evaluations for all courses taught during each academic year during the review period. Furthermore, the candidate’s dossier should at least include the minimum amount of peer evaluations of teaching required by the [Guidelines for Faculty Peer Observation of Teaching](#) for a candidate at his/her rank. In addition, faculty members should show evidence of engagement in other, although not all, activities listed below. *The list below is not exhaustive nor are the items listed in any order or preference.*

Minimum requirements for tenure and promotion to Associate and promotion to Full Professor include:

1. At least 80% of responses to the five-required student evaluation of teaching questions must be in the “agree/strongly agree” response categories.
2. Evidence of compliance with the peer review of teaching requirements as per the [Guidelines for Faculty Peer Observation of Teaching](#).
3. Contributions to curriculum and course development.
4. Creation and/or teaching of Online Courses(s).
5. Incorporation of Digital Media/Technology in Teaching.
6. Teaching of Learning Communities course and/or other involvement in student retention initiatives or programs.
7. Awards and Honors of teaching excellence
8. Directing Undergraduate Research
9. Leading Independent Studies Courses
10. Chairing Thesis Projects
11. Mentoring of students
  - a. Mentoring of Graduate/Research/Teaching Assistants
  - b. Mentoring of undergraduate and graduate students who make presentations at state/regional/national conferences or who submit work for publication
  - c. Graduate Thesis/Dissertation Committee member
  - d. Chair of Undergraduate or Graduate Thesis/Dissertation Committee
  - f. Undergraduate thesis committee member
12. Evidence of professional development in the area of teaching (attending professional teaching development seminars and integrating new material into courses)
13. Evidence of innovations in teaching
  - a. community/service learning
  - b. field trips or travels with students for academic or cultural purposes
  - c. designing & teaching in study abroad
  - d. performances
  - e. creation of a lecture series
  - f. teaching online and reduced seat courses for the benefit of students
  - g. designing and using innovative teaching in the classroom.)
14. Contributions to teacher education student success, including serving as coordinator of TExES certification training, leading review sessions, developing and/or implementation of certification plans, and implementing curricular changes to ensure student success.

## **CRITERIA FOR EVALUATING RESEARCH/SCHOLARSHIP/CREATIVE WORKS**

### **A. General Information:**

1. By the date of the tenure-review for a candidate, the majority of work must either be published or in press. Work that is accepted and forthcoming is subject to review and verification.

2. For purposes of authorship, the program equates collaborative work with single authorship. In the case of collaboratively authored texts, candidates should include a description of their individual, substantive contributions to the text in their research/scholarship narrative.
3. Refereed publications will be accepted in print and in electronic media.
4. Assessment of a tenure-track faculty member's record in research/scholarship will be based on substantial original contributions to scholarship or creative work in Mexican American, Chicana/o, or Latina/o Studies.
5. The phrasing Creative Works throughout this document encompasses Creative Writing, Fine Arts, Theater and Performance, Music, and other creative fields. The work produced by and the accomplishments of faculty primarily in the creative arts and who are practitioners of art are considered equivalent to scholarly research. Just as scholarly work must be disseminated through publications or presentations at professional meetings, creative works must be disseminated through a variety of venues and outlets recognized according to the faculty member's discipline.
6. The Program Tenure & Promotion Committee will consider the information provided by all received external reviews along with the following required scholarly activities when assessing research/scholarship.

**B. Venues for Research/Scholarship include, but are not limited to:**

*The lists below are not exhaustive nor are the items listed in any order of preference:*

1. Refereed academic journal articles published in recognized scholarly journals at the state, regional, national, or international level.
2. Book chapters or other scholarly/creative work published by academic presses with a national or international reputation for quality publications or small presses with a well-established reputation for high quality publications.
3. Invited journal articles or book chapters will be considered provided they are in reputable venues and/or with leading scholars in the field.
4. Refereed monographs published by an academic press.
5. Textbooks published by academic or commercial presses with national or international reputation for quality publications, if the textbook requires substantial original contributions by the tenure-track faculty member.
6. Edited collections of essays. A tenure-track faculty member will also receive credit for serving as primary editor of a scholarly or creative literary journal or for serving as primary editor of an edited collection of stories, poems, or nonfiction essays.
7. Creative Works (i.e. accomplishments of faculty who work primarily in the creative arts and who are practitioners of art – such as creative writers, theater practitioners [including playwrights, actors, choreographers, composers, performers, sound and scenic designers, directors, etc.], and those who work in fine arts, music, and other modes of performance) produced in a variety of venues and outlets recognized according to the faculty member's discipline.
8. Creative writing-novels, short stories, poems, non-fiction essays, plays, or other creative works published in refereed journals, as a university press book, or by a reputable press.
9. Bibliographies (refereed).

10. Book reviews published in refereed journals at the state, regional, national, or international level.
11. Invited book reviews in journals will be considered provided that they are in reputable venues.
12. Encyclopedia and reference book entries, adding up to a total of 3,000 words or more.
13. Translations.
14. Contributions to multi-media and digital humanities, including audio-visual or computer-based media that require discipline-related knowledge; According to the MLA Guidelines for Evaluating Work in Digital Humanities and Digital Media, “Digital media are transforming literacy, scholarship, teaching, and service, as well as providing new venues for research, communication, and the creation of networked academic communities.” The committee shall consider blog posts, websites, films, and other digital media used to convey discipline-related knowledge provided that the candidate explains and provides evidence regarding the quality of the venues.
15. Policy briefs produced for local, nonprofit agencies, NGO’s, etc.
16. Funded grants and/or submitted external grants that receive positive feedback, fellowships, literary or research/creative awards, residences, visiting professorships, and other *substantial* scholarly and creative activity.

### **C. For Tenure and Promotion from Assistant Professor to Associate Professor**

To be considered eligible for tenure, a tenure-track faculty member (in addition to readings or presentations of scholarly or creative works at state, regional, national, or international conferences, programs, or events) must meet the minimums outlined below as established in this policy.

*The following list provides possible scenarios/combinations that meet the minimum requirements:*

#### **COMBINATIONS/SCENARIO A.**

- Scholarly Monograph published by a reputable press
- OR
- Creative Collection (including a novel, a collection of short stories, collection of poems, non-fiction essays, a play) or Major Creative Work published by a reputable press, and/or refereed journals and/or produced in a recognized venue or outlet
- OR
- Minimum of Four journal articles or book chapters in a combination of refereed academic journals or collections of scholarly essays published by a reputable press.

#### **COMBINATIONS/SCENARIO B**

- Three journal articles or book chapters or short works of fiction or other published creative works

#### **AND 1 OF THE FOLLOWING**

- Edited collection of scholarly essays or collection of stories, poems, or non-fiction essays, or other published creative works.

- Textbook (depending on the nature of the textbook) or other published creative works.
- Major translation (book) projects, concordance, and bibliographies.
- Major Creative Works produced in recognized venues or outlets

#### COMBINATIONS/SCENARIO C

- Three journal articles or book chapters or short works of fiction or other published creative works

AND

- any one of the following scholarly or creative activities from Criteria B. Venues for Research/Scholarship (excludes conference presentations).

OR

- Engaged community scholarship that demonstrates leadership and impact to the community. Examples include but not limited to: collection of oral histories that contribute to the histories of region; curriculum development for schools and/or community organization; action research projects for community organizations, non-profits or schools.

#### **D. For Promotion from Associate to Full Professor:**

Only work *not* counted towards a previous promotion and *only published work* can be counted. To be considered eligible for promotion to Full Professor, a faculty member (in addition to readings of scholarly and creative works at state, regional, national, or international conferences, programs, or events) must meet the minimums outlined below as established in this policy. The following is a list of possible combinations that might earn an Associate Professor promotion to Full Professor. The lists below are not exhaustive nor are the items listed in any order of preference.

#### COMBINATIONS/SCENARIO A.

- Scholarly monograph published by a reputable press

OR

- Creative Collection (including a novel, a collection of short stories, collection of poems, non-fiction essays, a play) or Major Creative Work published by a reputable press, and/or refereed journals and/or produced in a recognized venue or outlet.

OR

- Minimum of FIVE journal articles or book chapters in a combination of refereed academic journals or collections of scholarly essays published by a reputable press.

#### COMBINATIONS/SCENARIO B

- Four journal articles or book chapters or short works of fiction or other published creative works

AND 1 OF THE FOLLOWING

- Edited collection of scholarly essays or collection of stories, poems, or non-fiction essays, or other published creative works.
- Textbook (depending on the nature of the textbook) or other published creative works.



- Major translation (book) projects, concordance, and bibliographies.
- Major Creative Works produced in recognized venues or outlets

### COMBINATIONS/SCENARIO C

- Four journal articles or book chapters or short works of fiction or other creative work
- AND
- any one of the following scholarly or creative activities from Criteria B. Venues for Research/Scholarship (excludes conference presentations).

OR

- Engaged community scholarship that demonstrates leadership and impact to the community. Examples include but not limited to: collection of oral histories that contribute to the histories of region; curriculum development for schools and/or community organization

### **CRITERIA FOR EVALUATING SERVICE**

For both Tenure and Promotion to Associate Professor, as well as for Promotion to Full Professor, the Program Tenure and Promotion Committee will consider the areas listed below when assessing a faculty member's service activities. Associate Professors requesting promotion to full are expected to engage and show evidence of an increased amount of service activities that entail leadership roles and impact to the service provided. It is the responsibility of the faculty member to list and describe service activities in a manner that enables the Committee to determine the scope and intensity of the activities. The faculty member should submit details of the work contributed to each committee. The lists below are not exhaustive nor are the items listed in any order of preference. In addition, the faculty member must substantially contribute to service in three of the four major areas listed above.

#### 1. Service to the Program

- a. Standing program committees
- b. Advisor, student organization
- c. Ad hoc committee member
- d. Search committee member
- e. Chair of committee for any activity listed above
- f. Mentoring new faculty
- g. Administrative duties

#### 2. Service to the College or University

- a. Faculty Senate
- b. Standing college committees
- c. Standing university committees or councils
- d. Advisor, student organization
- e. Ad hoc committee member
- f. Chair of committee for any activity listed above
- g. University Task Force
- h. Facilitator

### 3. Community Service

- a. Active participation in discipline-related community organizations
- b. Participation in local boards and committees in the area of disciplinary expertise
- c. Work activity related to public schools and educational organizations
- d. Professional consulting in the community
- e. Presentations, workshops, conferences or seminars within the community
- f. Providing free expertise to non-profit organizations
- g. Community oriented programs and festivals (e.g. HESTEC, International Week, FESTIBA)

### 4. Service to Professional Organizations

- a. Editing or reviewing articles or manuscripts for publication by a scholarly journal or press
- b. Organizing, chairing, or service as commentator of a panel at an academic conference
- c. Serving as an officer of a professional organization
- d. Active membership in professional and educational associations
- e. Participation at professional meetings
- f. Participation on boards and committees of professional organizations
- g. Assistance to professional groups, organizing seminars, workshops etc.

To be reviewed on or before August 2021.