

DEPARTMENT OF ACCOUNTING

Policy on Reappointment, Promotion, and Tenure

The following document includes the Department of Accounting Policy on Reappointment, Promotion, and Tenure for tenure-track faculty and appointment, reappointment and promotion for full time lecturers.

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I. General Guidelines

- a. This document will serve as a guideline for departmental recommendations for reappointment, promotion, and tenure.
- b. It is the responsibility of candidates to be familiar with departmental, college, and university guidelines or standards for reappointment, promotion, and tenure.
- c. Copies of all policies can be obtained from various public university sources or from the Department Chair. Departmental recommendations also must be consistent with G. Brint Ryan College of Business Dean's Guidelines for Reappointment, Promotion and Tenure (Dean's Guidelines, Revised October 2018) or the Dean's Guidelines as amended subsequent to the adoption of this policy. Departmental recommendations for tenure and/or promotion by the Reappointment, Promotion, and Tenure Committee (RPTC) must be accompanied by annual peer evaluations of the candidate performed during the merit evaluation process by the departmental Personnel Affairs Committee (PAC), and by the recommendation of the Department Chair, as described in the University policy.
- d. See Dean's Guidelines for Reappointment, Promotion, and Tenure, Section I, Statement of Philosophy for definitions and other promotion related descriptions to aid in the evaluation process.
- e. Department Policies must be consistent with University Policy.

II. Composition of Reappointment, Promotion, and Tenure Committee (RPTC)

As specified by the Department of Accounting Bylaws, the RPTC shall consist of the tenured members of the Promotion and Tenure Committee subject to the qualifications listed in the Department of Accounting Bylaws.

III. Guidelines for Untenured and less than Professor Rank Faculty

- a. This document will also serve as a basis for describing the expectations for minimum performance for probationary faculty seeking promotion and tenure and for tenured faculty seeking promotion. Faculty members in these categories should become familiar with the requirements outlined in this document, University Policy (*Policy Manual 06.005*), and the Dean's Guidelines, and organize their activities to achieve the goals set forth herein. Achieving minimum expectations does not guarantee tenure and/or promotion; however, failure to achieve the minimum standards will almost certainly result in failure of the request for tenure and/or promotion for tenure-track faculty. Untenured faculty shall receive periodic reviews.
- b. Faculty members may also request counseling on their progress from the RPTC chair and/or Department Chair at any time during the year. To remain in good standing in the department, the candidate must receive satisfactory annual reviews from the Department Chair.

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IV. Basis of Evaluation for Tenure

Two distinct groups of faculty may apply for tenure: (1) assistant professors completing their six-year probationary period and applying for both tenure and promotion to associate professor and (2) faculty of any rank with prior experience at other institutions.

- a.** For assistant professors completing their six-year probationary period, tenure and promotion are normally simultaneous. The criteria for both, accordingly, are the same.
- b.** Assistant professors without prior experience at the rank of assistant professor at other institutions will have the full six-year probationary period and thus may be reviewed for tenure and promotion during their sixth year of service at the University. A faculty member with prior service at the rank of assistant professor, however, may apply for tenure and promotion when the faculty member's service at the University and his or her prior institution(s) equates to the full probationary period. Each such new faculty member shall serve a minimum probationary period of no less than one year, except as the President of the University may make an exception and recommend immediate tenure upon hire.
- c.** Associate professors and professors with prior experience in rank at other institutions will normally have the full three-year probationary period and thus may be reviewed for tenure during their third year of service. A faculty member with prior service as an associate professor or professor, however, may apply for tenure and promotion at any time prior to the expiration of the maximum three-year probationary period. Each such new faculty member shall serve a minimum probationary period of no less than one year, except as the President of the University may make an exception and recommend immediate tenure upon hire.
- d.** The criteria for tenure for assistant professors with prior experience at other institutions are the same as the criteria for assistant professors completing their six-year probationary period at UNT. The criteria for tenure for associate professors and professors with prior experience at other institutions are the same as the criteria for attainment of the rank they hold, except that such faculty must provide evidence of continuing productivity since their promotion to associate professor, including since their hire date at UNT.

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V. Requirements for Tenure and Promotion to Associate Professor

a. Teaching

- i. As described in University Policy “the granting of tenure requires sustained excellence in teaching and research and sustained effectiveness in service.” To meet the departmental standard for teaching, the candidate should have satisfactory evaluations from the second year and reappointment reviews or present evidence that any concerns expressed in these reviews have been addressed. Evaluations will be based on the criteria for teaching detailed in the Three Year Faculty Activity Report. If the candidate needs improvement in the early years of the probationary period, a record of consistent improvement over the period must be evidenced, resulting in a satisfactory evaluation by the end of the period.
- ii. The RPTC will not approve teaching performance simply on the basis of student evaluation scores alone. The candidate also must present convincing evidence of quality and substance of teaching such as honors and awards for teaching, grants received related to instructional development, class grade distributions, course innovation and development, course syllabi describing course requirements such as research papers, availability of the candidate to students for assistance outside class, involvement in doctoral dissertations, attendance at teaching improvement seminars, etc. Candidates should present a well prepared teaching portfolio to document these activities.

b. Scholarly/Creative Activities

- i. The evaluation in this area is based on research and publication activity. Given the wide variance in effort required to achieve publications at the various quality levels of journals, candidates must offer evidence of a continuing high quality research program.
- ii. A reasonable minimum guideline is five to eight publications or acceptances before the expiration of the probationary period. The exact number of published publications required of a candidate, however, will be a function of the quality of the work. Consistent with the University’s designation as Carnegie Tier One University, the majority of these publications should be discipline-based. Also consistent with the University’s designation as a Carnegie Tier One University, candidates should aspire to publish in premier journals. Their portfolio of articles, accordingly, should contain primarily articles in journals that appear on the College journal list and are recognized by the candidate’s department as high quality (A and A*) outlets for discipline-based research.

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Candidates are encouraged to publish in premier journals and those journals designated by the College as premier in their functional area, with at least some of their work appearing in these outlets. A candidate's published articles and his or her work in progress should evince a clear research agenda.

- iii. Consistent with the University's designation as a Carnegie Tier One University, published research monographs and externally funded research grants (with Principal Investigator or Co-principal Investigator status) that meet the Texas Higher Education Coordinating Board's definition of Restricted Research (see Appendix B of the Dean's Guidelines) may substitute for articles in premier journals, depending on their magnitude and impact. Funded research meeting the Higher Education Research and Development (HERD) criteria shall substitute for articles in high quality (A or A*) journals, with classification based on the magnitude and impact of the funding. A refereed article published as a result of such a grant shall count separately from the receipt of the grant.

c. Professional Service

- i. During the probationary period, the primary focus of the candidate should be the attainment of the required levels of teaching and scholarly activity. However, the candidate must demonstrate an adequate level of service to the university consistent with the Dean's Guidelines.

VI. Requirements for Promotion to Professor – Promotion to Professor requires demonstration of a continuation of high levels of performance in the three areas of evaluation used for promotion to associate professor. University criteria for promotion to Professor may be found in the UNT Policy Manual.

a. Teaching

- i. Candidates must present evidence of quality teaching consistent with the Dean's Promotion and Tenure Guidelines.
- ii. Evidence of serving as a teaching mentor for junior faculty, chairing of doctoral dissertations, publication or presentation of instructional development articles, development of cases, casebooks, workbooks, textbooks, related software products, and development of instructional development techniques would also be viewed positively by the RPTC when formulating its recommendation.

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- b. Scholarly, Creative, and Professional Activity
 - i. Evidence of continued publication activity is required to be considered for promotion to the rank of professor. The candidate's entire record of research in his or her field shall be considered, but emphasis is on works accepted after promotion to Associate Professor, including those accepted after the application for tenure was submitted. A candidate must have an overall portfolio of publications that has earned the candidate a national reputation for scholarly achievement. Consistent with the University's designation as a Carnegie Tier One University, candidates should aspire to publish in premier journals. A candidate's portfolio of publications should contain multiple articles in journals recognized by the candidate's department as high quality (A and A*) outlets for discipline-based research, with emphasis on premier journals and journals recognized by the College as excellent in the candidate's field. At least some of the candidate's work should appear in premier outlets. The exact composition of a successful candidate's portfolio, however, will be a function of the quality of the work. A candidate's published articles and his or her work in progress should evince the continuation of a clear research agenda, although these guidelines recognize that a candidate's research agenda may reasonably develop (change direction, expand, or become more specialized) over time.
 - ii. Evidence of independent thought and ability: Co-authored work is in the best tradition of the community of scholars. Candidates for the rank of professor, however, are expected to demonstrate clearly their ability to conduct research independently or contribute substantively to joint work. In the absence of sole-authored publications or clear lead authorships, the candidate's department chair and departmental reappointment, promotion, and tenure committee must assess and comment on a candidate's contribution to joint work.
 - iii. Consistent with the University's designation as a Carnegie Tier One University, published research monographs and externally funded research grants (with Principal Investigator or Co-principal Investigator status) that meet the Texas Higher Education Coordinating Board's definition of Restricted Research (see Appendix B of the Dean's Guidelines) may substitute for articles in premier journals, depending on their magnitude and impact. Funded research meeting the Higher Education Research and Development (HERD) criteria shall substitute for articles in high quality (A or A+) journals, with classification based on the magnitude and impact

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of the funding. A refereed article published as a result of such a grant shall count separately from the receipt of the grant.

iv. Although not sufficient alone, a record of providing assistance to junior faculty and doctoral students in establishing their own research programs and extensive service to the profession are also positive factors the RPTC committee would consider when evaluating the candidate. Although full credit will be granted for coauthored publications, candidates must also present evidence of independent thought and ability, as specified in the Dean's Guidelines.

c. Service – Evidence of continued support of the community of scholars is required for consideration of promotion to the rank of professor. It is expected that the candidate will assume more leadership roles in service activities at this level, such as service as a university committee chair, serving as an officer of a regional or national professional organization, or other service activities consistent with the dean's promotion and tenure guidelines.

VII. Requirements for Reappointment and Promotion of Non-Tenure-Track Faculty

All non-tenure-track faculty shall be reviewed annually for reappointment or continuation of an existing appointment. The procedure for conducting the reappointment review is similar to that for the tenure and promotion review as set forth in UNT's *Policy Manual*, 06.005, "Procedures."

a. Minimum Criteria for Teaching

i. Evidence of quality teaching: For the period under review, the candidate must present evidence of a consistent level of quality teaching. Good student evaluations of teaching are necessary, but insufficient to meet this requirement. Rather, candidates should present teaching portfolios with appropriate documentation. In addition to an overview of student evaluations of teaching, the portfolio should contain, at a minimum, syllabi that clearly state the learning objectives in the classes the candidate teaches along with examples of the methods the candidate uses to determine if students are meeting the learning objectives (e.g., exams, class assignments). Depending on the assignment, Non-Tenure Track Faculty may also be assigned class coordination, assessment, and/or instructional development responsibilities, which may be measured by activities such as:

- course revision or new course development;
- instructional development grants;
- supervision of independent study or internships that are not a part of an organized class; and
- pedagogical publications such as peer reviewed articles about pedagogy, cases with instructional materials, instructional software,

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textbooks, presentations at professional meetings describing pedagogical innovations, or materials available for scrutiny by peers or practitioners describing the design and implementation of new courses or course materials.

b. Minimum Criteria for Service

- i. For the period under review, the candidate must have rendered substantive service to the G. Brint Ryan College of Business. This service may include, but is not limited to, serving on College and departmental committees, serving as a program advisor, sponsoring student organizations, and mentoring students.
- ii. The candidate must also have rendered service to the University, professional organizations, and the business community if included in the annual assignment.

c. Minimum Criteria for Promotion of Lecturers

- i. Candidates for promotion from Lecturer to Senior Lecturer must have served at least three (3) consecutive years at the rank of lecturer or have equivalent prior teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of senior lecturer requires evidence of excellence in the domain of teaching and sustained effectiveness in the domain of service. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained effectiveness in the other assigned area.
- ii. Candidates for promotion from Senior Lecturer to Principal Lecturer must have at least five (5) consecutive years of college-level teaching experience including at least three (3) years at the senior lecturer rank and/or the equivalent professional teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of principal lecturer requires evidence of sustained excellence in the domains of teaching and service. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in the other assigned area.

d. Minimum Criteria for Promotion of Clinical Faculty

- i. Candidates for promotion from Assistant Clinical Professor to Associate Clinical Professor must have served at least five (5) consecutive years in the rank of assistant clinical professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated

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excellence based on university and unit criteria for teaching, scholarship, and service. Promotion to the rank of associate clinical professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in their other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.

- ii. Candidates for promotion from Associate Clinical Faculty to Clinical Professor must have served at least eight (8) consecutive years in college-level clinical, professional, or practicum assignments, including at least three (3) years at the associate clinical professor rank, or have equivalent prior relevant experience. Promotion to the rank of clinical professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in the other assigned area.