

**UNIVERSITY OF NORTH TEXAS
COLLEGE OF SCIENCE
DEPARTMENT OF BIOLOGICAL SCIENCES
GUIDELINES FOR PROMOTION AND TENURE**

Policy Statement. The Department of Biological Sciences plays a central role in the education and training of undergraduate and graduate students for careers in the life sciences including those at professional schools. These goals can be achieved only through excellence in teaching at all levels and through the development of vigorous programs of research. Excellence in teaching and research is achieved only by continuous efforts in the acquisition, development, and retention of outstanding faculty. The Department of Biological Sciences is committed to recognizing and rewarding faculty demonstrating sustained excellence in teaching, scholarship, and service through the tenure and promotion process. UNT's Policy 06.004 (Faculty Reappointment, Tenure, and Promotion) will serve along with the following guidelines and procedures as instruments of assessment for achieving tenure and/or promotion in rank. Faculty members are expected to conduct teaching, scholarship, and service activities in accordance with UNT Policy 06.035 (Academic Freedom and Academic Responsibility) and UNT Policy 06.007 (Annual Review).

Definitions

- a. Business Day. "Business day" means Monday through Friday during regular university business hours (8:00 AM-5:00 PM), when university offices are open.
- b. Academic Year Start. UNT's academic year begins at the start of the fall semester.
- c. Maximum Probationary Period. "Maximum probationary period" means the maximum amount of time a faculty member may be appointed in probationary ranks at UNT.
- d. Tenure-Track Appointment. "Tenure-track appointment" means an appointment that includes a period of probationary employment preceding determination of tenure status.
- e. Tenured Appointment. "Tenured appointment" means an appointment awarded to faculty members after successful completion of the probationary period during which stated criteria are met. Appointment may be made to the rank of associate professor or professor.

Procedures and Responsibilities

1. The Probationary Period for Tenure-track Appointments

The probationary period for a tenure-track appointment allows the department and the University to carefully consider whether a faculty member meets the teaching, scholarship, and service expectations of the job. During the probationary period, a faculty member does not have tenure. This section outlines the specific guidelines for the initiation, duration, and extension of the probationary period.

- a. Initiation of Probationary Period. The probationary period begins at the start of the fall semester of appointment. For a faculty member appointed for the spring semester, the probationary period begins in the fall semester of the following academic year.
- b. Length of Probationary Period for Assistant Professors. The maximum probationary period for a faculty member appointed as an Assistant Professor is the equivalent of six (6) years of full-time service. The sixth year will be the mandatory tenure-review year. In extraordinary circumstances, as deemed appropriate by the chair and the dean, a candidate for tenure and promotion may be reviewed early in the probationary period, except in the third-year review. If the early review process is unsuccessful, the candidate may be reviewed again during the sixth year.
- c. Length of Probationary Period for Associate Professors. A faculty member appointed at the rank of Associate Professor, but without tenure, will have a probationary period of at least five (5) years of full-time service, and the fifth year normally will be the mandatory tenure-review year, although earlier consideration may take place upon request by the candidate and agreement with the chair and dean.
- d. Extending the Probationary Period. In extraordinary circumstances, a tenure-track faculty member may request that the probationary period be extended, also referred to as stopping the clock. The stop-the-clock period will be excluded from the probationary period and the probationary period extended accordingly.
 - (i) Qualifying Circumstances. Circumstances that may warrant extending the probationary period include, but are not limited to: the birth or adoption of a child; responsibility for managing the illness or disability of a family member; serious persistent personal health issues; death of a parent, spouse, child, or domestic partner; military service; and significant delays in fulfillment of UNT resources committed in the appointment letter. Not having met teaching, scholarship, and service expectations during a previous review period does not qualify as an extenuating circumstance for extension of the probationary period.
 - (ii) Length of Exclusion. A typical exclusion is one (1) year. In extraordinary circumstances, the dean and provost may grant a second one-year exclusion and commensurate extension of the probationary period.
 - (iii) Timing. Faculty members who intend to request an extension of the probationary period are encouraged to do so as early as the situation arises. Except under extraordinary circumstances, time-period exclusion requests will be made no later than: a) prior to the beginning of the fifth year of the probationary period for assistant professors; b) prior to the beginning of the fourth year for associate or full professors; and c) during the year preceding the exclusion year for all other cases.
 - (iv) Performance Criteria and Evaluation. The faculty member with the extension of the probationary period will be evaluated using the same tenure criteria as

those faculty members who were evaluated following the standard probationary periods. Teaching, scholarship, and/or service activities and products resulting during the extension period will be counted towards tenure. A faculty member will not be penalized for lack of teaching, scholarship, and/or service activities and products during the extension period.

- (v) *Faculty Responsibilities.* Resources allocated by UNT for teaching, scholarship, and/or service activities and products that have deadlines for use within the extension period will have their deadlines for use extended as well, within UNT policy.
- (vi) *Approval Process.* The faculty member is responsible for providing appropriate documentation to demonstrate why the stop-the-clock request should be granted. To initiate the process, the faculty member must complete and forward the Stop-the-Clock Form, which is available from the VPAA's website, to their chair. Upon receipt of a request to extend time, the chair will submit a written recommendation to the dean, including the reasons for supporting or not supporting the request. The dean will review the request by the chair and make a written recommendation to the provost, who may approve or deny the request. The provost will document in writing the reasons for approval or denial of the request. The provost's decision is final. The evaluation of the request will be based on the individual case recognizing that each case is unique.

2. Reappointment Review

- a. Annual Reappointment Review. All tenure-track faculty members will be reviewed annually during their probationary period. They will be provided with a written evaluation on the three (3) areas of teaching, scholarship and service, specifically addressing progress toward tenure. The reappointment review must be in accordance with applicable UNT policies (06.007 Annual Review; 06.035 Academic Freedom and Academic Responsibility; 06.027 Academic Workload). The review will be based on contributions that are documented and/or can be verified, rather than anecdotal information. Further, the review must provide an explicit statement of the quality of the faculty member's achievements, not simply an enumeration of the documented accomplishments of that faculty member. The department's Promotion and Tenure committee will conduct the annual review and provide a written evaluation to the chair. The chair will provide the P&T's written evaluation along with her/his own report to the faculty member and discuss the evaluation as a part of the mentoring process.
- b. Third-Year Reappointment Review. The third-year reappointment review is a more extensive and intensive review that includes the department, the college, and the provost, but without external review letters. The third-year review employs the same criteria and rigor of evaluation as the tenure review. The faculty member, in consultation with the chair, is responsible for assembling the dossier for review. The chair is responsible for managing the third-year reappointment review.

- c. Third Year and Subsequent Reappointment Vote. Each eligible tenured faculty member in the department will vote whether to recommend the probationary faculty member for reappointment in the third year and each year thereafter. Each voting faculty member is responsible for reviewing the candidate's dossier before voting. The chair will record and inform the faculty member of each year's vote and provide documentation of the votes in the final dossier.

3. Policy on Granting Tenure

Tenure in the Department of Biological Sciences is granted to an eligible faculty member after successful completion of a probationary period. The Department of Biological Sciences adheres to the mandates and suggestions of the College and University Guidelines for tenure. In case of a tenure-track faculty member hired at the rank of Assistant Professor, tenure considerations will be made when she/he is evaluated for promotion to the rank of Associate Professor. For faculty members who are hired at ranks higher than Assistant Professor, and who previously did not hold tenure at another institution of higher education of equivalent stature, tenure considerations can be made simultaneously or independent of promotion to the next higher rank.

- a. Recommendations for tenure will be based on critical review of evidence accumulated during a probationary period as to the faculty member's performance at her/his rank in the areas of teaching, research and service, as well as other scholarly or creative activities. These requirements are outlined below under Criteria for Promotion to Associate Professor (or Professor) that apply to the candidate based on her/his rank.
- b. Quality teaching is a minimum requirement for the granting of tenure, and no recommendation for tenure will be made in case of reasonable doubt about the quality of teaching. Candidates must also show continued growth and development through original research and creative activities, and through participation in professional activities of their discipline. A recommendation for tenure will be based on a record of quality performance in teaching and scholarly activity and indication of long-term motivation and interest for continued research excellence. Service related to the mission of the department, college and university, likewise serves as one criterion for recommendation of tenure.
- c. Balance among teaching, scholarship, and service activities may be expected to vary between individuals; however, contributions in one area alone cannot qualify a person for tenure. Therefore, scholarly productivity, even of exceptional quality, will not compensate for indifferent teaching; nor will unusually effective teaching compensate for deficiencies in scholarly accomplishments of the candidate.
- d. The granting of tenure in the Department of Biological Sciences is the beginning of a second long-term phase of professional association. To be tenured, an individual must be seen as a valuable member who contributes to the mission of the department as determined by the yearly evaluations of the candidate by the Personnel Affairs Committee and the chair of the department. The recommendation for tenure must carry with it the assurance that (i) the individual understands the

nature of membership in a community of scholars, (ii) adheres to high standards of integrity and professional ethics, (iii) has the ability and desire to work as a member of a group, while retaining all rights of individual expression, and (iv) that she or he demonstrates a sense of responsibility for the well-being of the department and the university. The faculty member must demonstrate strong commitment to work for the accomplishment of departmental and university goals.

- e. In recognition of the importance of the decision to grant tenure, the faculty affirms its intent to recommend tenure only when there is no reasonable doubt of the individual's continuing contributions to quality teaching, excellence in scholarship, and service. Furthermore, the faculty affirms its intent, by annual review and counseling, to prepare and assist all probationary faculty members to achieve tenure.
 - f. The candidate is expected to appraise the department of her/his scholarship productivity as part of the 'Biology Seminar' during the fall semester, or the spring semester prior to submitting her/his dossier for tenure consideration.
 - g. The chair of the department will make available the candidate's dossier (as provided by the candidate; see page 5 & 6 for dossier composition) to all tenured faculty in the department a minimum of two weeks prior to deliberations by the department Promotion and Tenure (P&T) committee, such that all tenured faculty members have the opportunity to review the dossier. Each eligible tenured faculty member in the unit will vote whether to recommend the probationary faculty member for tenure and promotion. Members may also provide written feedback on the candidate to the P&T committee and the chair of the department. The P&T committee and the chair will consider the vote result and comments when making their independent recommendations. The chair will record and inform the probationary faculty member of the vote and provide documentation of the vote in the final dossier.
4. The Dossier. The annual progress toward reappointment, tenure, and/or promotion involves review of an official dossier. Additionally, the department or college may require supplemental materials stipulated at the time of appointment to be included within the dossier. The dean will stipulate these materials within written, publicly available unit or college guidelines and made clear at the time of appointment. Any additions to or deletions from the dossier, as it moves through the review process, will be communicated to the candidate by the appropriate individual, in writing, at the time such additions and/or deletions are made. The dean will inform the candidates of the review timeline at least six months in advance of the submission deadline. Although the self-evaluation narrative is only required for third- and sixth-year reviews, candidates for tenure are encouraged to submit these statements as part of their second-, fourth-, and fifth-year review documents. The official dossier for reappointment, tenure and promotion must contain:
- a. University Information Form
 - b. Complete, current curriculum vita (CV)
 - c. Self-evaluation, personal narrative (maximum 750 words)

- d. Department tenure and promotion criteria (provided by the department chair)
- e. Cumulative results of annual evaluations and, for probationary faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process (provided by the department chair)
- f. Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on the statistical summaries, and other evidence of student learning (provided by the department chair)
- g. External referee letters* (obtained and provided by the department chair)
- h. Reviewer information (provided by the department chair)
- i. Recommendation of P&T review committee
- j. Recommendation of department chair
- k. Recommendation of College P&T review committee
- l. Recommendation of dean
- m. Reappointment votes for third and subsequent years (for assistant professors; to be provided by the department chair)
- n. Additional letters of dissent from previous evaluations of the candidate (if applicable, to be provided by the department chair).

*Indicates item not included in third year reappointment review.

5. Promotion and Tenure Committees

Since promotion to Professor may be voted on only by those who have themselves attained that rank, there must be a provision for two kinds of Promotion and Tenure (P&T) committees.

- a. Composition and Selection of Committees. There will be two types of committees formed: one to evaluate faculty being considered for promotion to Associate Professor and Tenure (P&T Committee A), and a second committee to evaluate faculty being considered for promotion to Full Professor and/or Tenure (P&T Committee B).
 - (i) P&T Committee A will evaluate probationary faculty each year for the renewal of their probationary period and consider candidates for tenure and/or promotion at lower ranks. P&T Committee A will be composed of six tenured faculty holding the rank of Associate Professor or Professor, two from each division (Biochemistry and Molecular Biology, Developmental Physiology and Neurobiology, and Environmental Sciences). Members of P&T Committee A will be elected by each division. At least one P&T Committee A member representing each division will be elected from the membership of the Personnel Affairs Committee. Any division which does not have two tenured

- members, must elect a representative from another division in the department to serve on P&T Committee A.
- (ii) P&T Committee B will evaluate Associate Professors who are being considered for promotion to the rank of Professor, and probationary faculty at the rank of Associate Professor or Professor who are going up for tenure. P&T Committee B will be composed of six tenured faculty holding the rank of Professor, two from each division (Biochemistry and Molecular Biology, Developmental Physiology and Neurobiology, and Environmental Sciences). Members of P&T Committee B will be elected by each division. At least one P&T Committee B member representing each division will be elected from the membership of the Personnel Affairs Committee. In case a division is not represented on the Personnel Affairs Committee by a member holding the rank of Professor with tenure, then both P&T members representing the division can be from outside the Personnel Affairs Committee. Any division that does not have two tenured members holding the rank of Professor, must elect a tenured Professor rank faculty from another division in the Department to serve on P&T Committee B.
 - (iii) The chair and/or associate chair of the department, or any other faculty serving an administrative role at UNT, as defined by University Policy, cannot serve on P&T Committee A or B.
 - (iv) Members of P&T Committee A and B will select their own committee chair. The term of office on each of the P&T Committees A and B will be three years. There is no restriction on an individual faculty simultaneously serving on both P&T Committees A and B. The terms of the P&T committee members will be staggered, such that two members on each of these committees will retire each year. Reappointment of an individual to the same committee can occur only after an individual sits out of that committee for a minimum one-year period. However, the one-year gap between reappointment will be waived if a division has only one faculty member who is eligible to serve on P&T Committee A or B. In case a committee member is indisposed and/or cannot perform her/his duties, the division concerned will elect another tenured faculty as replacement for the duration that the original committee member is unavailable. In case a standing committee member retires, leaves UNT, or in case of death, the director of the division concerned will appoint a new member to fill in the remainder of the term of the original committee member.
 - (v) P&T Committee B will have no responsibilities in the years when there are no faculty members being considered for promotion to the rank of Professor or an existing Professor being considered for tenure.
 - (vi) Each candidate being considered for Promotion and/or Tenure will select an advocate who will function to present the candidate's credentials to the P&T committee in the best light possible. The advocate will also function as an intermediary between the P&T committee and the candidate and assure that all pertinent information is made available to the committee for its deliberations in a timely manner. This should include seeking additional information or clarification from the candidate or other sources as the committee's

deliberations proceed. The advocate should become thoroughly familiar with the dossier of the candidate and the departmental policy/requirements for Promotion and/or Tenure.

The advocate must be a tenured UNT faculty. The department chair cannot serve as an advocate. If an advocate is a sitting member of the P&T, she or he will have to be replaced on the P&T committee for this candidate by another qualified member (see criterion 'i' and 'ii', above) from the division. The director of the relevant division will appoint the replacement member to serve on the P&T committee for this candidate. The advocate is not a voting member of the P&T committee.

b. Responsibilities of Promotion and Tenure Committees

- (i) P&T Committees A and B will judge the merits of the candidates for recommendation for promotion to the next higher rank and/or for the award of tenure. P&T Committee A will also be responsible for the annual and third year reappointment evaluation of tenure-track Assistant Professors.
- (ii) The chair of the department will forward to P&T Committees A and B the names of those colleagues to be considered for promotion and/or tenure. Other faculty members whose names are not submitted by the chair of the department but who have reason to feel they are eligible for consideration, may place their own names and credentials before the appropriate P&T committee (A or B). Candidates must be made known to the appropriate committee according to the university calendar.
- (iii) It is the responsibility of the chair of P&T Committee A or B to see that the work of the committee is conducted in accordance with the University's and College of Science's Guidelines for Tenure and Promotion.
- (iv) P&T Committees A and B will convene according to the University calendar.
- (v) Members of P&T Committees A and B will not review him- or herself or their spouse/partner or family member, nor participate in any discussion directly or indirectly involving him or herself or their spouse/partner or family member.
- (vi) The candidate's professional accomplishments to be weighed by P&T Committee A or B, whether for promotion or tenure, or both, are essentially those considered by the Personnel Affairs Committee for salary adjudication. Where external letters of reference are used for promotion and/or tenure, a minimum of five (5) external letters of reference are required. The chair of the department will seek these letters from the external reviewers. These external letters will be made available to the P&T committee only after they have voted on promotion and/or tenure decisions of the concerned candidate and provided their decision letter to the chair. Upon review of these letters, the P&T committee will have the opportunity to revise their letter and if necessary modify their recommendation and justifications in light of comments made by the external reviewers. However, if the final letter contains substantive changes both the original and the revised letters will be forwarded by the chair of the

- department to the College P&T committee for their review. The P&T committee may avail itself of any other information, data, evidence, recommendations, etc. it deems pertinent and will not be limited or inhibited in its search for documentary criteria for its consideration so long as the individual's constitutional privilege to personal privacy is in no way breached nor threatened. Records of this information will be maintained and should become part of the candidate's Promotion and/or Tenure package.
- (vii) P&T Committee A and B members will conduct an objective, collegial, and honest evaluation of the candidate's professional qualifications and contributions in the areas of teaching, scholarship and service in accordance with the College of Science and University of North Texas policies. All the details must be revealed to the candidates at the time supporting documentation is requested of them.
 - (viii) P&T Committee A and B's calendar will provide for personal refutation, appeal, or argumentation by the candidate during the committee's deliberative phase and well before its final recommendation to the department chair takes final form.
 - (ix) A majority vote (minimum 4 out of 6 in favor) by the appropriate P&T Committee A or B will be required in order for it to recommend the candidate for promotion and/or tenure to the chair of the department.
 - (x) If there is a lack of consensus (split vote), P&T Committee A or B will include the reasons for lack of consensus in their final recommendation to the chair of the department. This will also be reflected in the written report by the chair of the department to the dean of the College of Science. A minority report(s) may be included as part of the P&T committee's letter to the chair of the department, or as a separate letter. All P&T Committee A or B members will sign off on their recommendation letter, as well as minority letter, if any.
 - (xi) If the P&T committee is considering writing a negative recommendation, it is the responsibility of the P&T committee chair to notify the candidate at least five (5) business days before the stated deadline, for the candidate to seek redress, if desired. If an appeal is made, this must be indicated on the final report together with the results of the appeal. Additional details on the grievance procedure and the timing of appeals are described on page 16 of this document.
 - (xii) It will be the yearly responsibility of P&T Committee A to review the progress of tenure-track appointees and to inform them of the criteria to be employed in reviewing and assessing their progress toward tenure. The 3rd year reappointment evaluation of the candidate will be similar to that occurring for Promotion and Tenure, except that it will not involve external letters from experts.

In addition to P&T Committee A voting on reappointment, each eligible tenured faculty member in the unit will vote whether to recommend the probationary faculty member for reappointment in the third year and each year thereafter.

- The chair of the department will make available the candidate's dossier to all tenured faculty in the department a minimum of two weeks prior to deliberations by the department P&T committee, such that all eligible tenured faculty members have the opportunity to review the dossier. Each voting faculty member is responsible for reviewing the candidate's dossier before voting by secret ballot. The chair will record and inform the probationary faculty member of each year's vote and provide documentation of the votes in the final dossier.
- (xiii) There must be two written statements, one signed by the chair of P&T Committee A, and one signed by the chair of the department, representing the P&T committee's consensus and the chair's opinion of the progress of the tenure-track faculty member. Each statement must contain the phrase "satisfactory progress" or the phrase "unsatisfactory progress" in a larger statement designed to inform the faculty member of her/his exact position in her/his quest for tenure. The P&T committee's record of these actions must be transmitted to the chair of the department and must also become a permanent document in the candidate's departmental personal record. Both statements must be included in the evaluation package that is forwarded to the College of Science's P&T committee. The department chair's office will maintain a record of their yearly counseling of all tenure-track faculty. The yearly evaluations inform the candidate of those professional qualities that will make him/her eligible for tenure; they do not imply that tenure is granted.
- (xiv) Review of the Dossier by the department chair. The department chair will review the dossier, including the report from the P&T committee. The chair must speak to the value, impact, and importance of the contributions made by the faculty member. Based on the dossier, the chair will make a written affirmative or negative recommendation to the college/school dean. This recommendation, which must be dated and signed by the chair, will provide a succinct rationale for the chair's professional judgment regarding the recommendation. The chair will provide a complete copy of his/her written recommendation to the dean along with the recommendation of the department P&T committee and all accompanying statements and documents (including all summary statements, graphs, etc.) to the candidate within five (5) business days of the stated deadline.
- (xv) If the department chair is considering writing a negative recommendation, the chair must notify the candidate at least five (5) business days before the stated deadline, for the candidate to seek redress, if desired. Additional details on the grievance procedure and the timing of appeals are described on page 16 and 17 of this document.

6. Criteria for Promotion to the Rank of Associate Professor

Review of the faculty member's promotion to the rank of Associate Professor is based on expectations in scholarship, teaching and service as outlined below. In addition, each faculty member is expected to demonstrate civility toward students, staff, peers and colleagues. Each faculty member must make contributions to the intellectual

climate of the department through dedication to teaching and scholarly pursuits and through interactions with other members of the departmental faculty and with students at all levels.

- a. Scholarly work. Because of the nature and breadth of biological sciences as a discipline, scholarly work is recognized and acknowledged to be basic or applied, or a combination thereof that could involve theoretical developments and/or experimental and/or original thought, and/or the innovative application of existing principles to solve current problems.
- (i) It is expected that the faculty member has established a high quality and productive program of research, which is independent and/or collaborative in nature, with the expectation that a faculty member involved with a collaboration will add in a meaningful way her/his own original expertise to the team's research goals. In case of a research program that is primarily collaborative, the value of the candidate's independent contribution to the success of the collaborative research should be explicit. Independence of research programs can be further demonstrated in the form of publications as corresponding/co-corresponding author, principal investigator on grants/contracts, and/or invitations as speaker at significant conferences and at other scholarly institutions.
 - (ii) The candidate must demonstrate a record of success in securing funding through external grants/contracts from government, industrial, or private sources, in amounts sufficient to sustain the faculty member's high quality and productive research program.
 - (iii) The primary evidence of productivity and excellence of the candidate's research lies in scholarly publications in reputable refereed journals. It is expected that the candidate has a consistent record of high quality peer-reviewed papers and other scholarly activity. Eight (8) full-length publications are expected during the five-year period immediately preceding submission of document for promotion. Candidates should provide direct evidence or metrics of the quality of these publications in the dossier (e.g. journal index ranking, number of citations, evidence of policy influence, popular press coverage of the paper, etc.). It is expected that at least 2 of these publications should be regarded as outstanding scholarship. Outstanding scholarship can be evidenced by such things as publication in highly regarded national or international journals, journals rated in the top 25% in the candidates field(s) as supported by currently accepted bibliographic metrics, papers with high citation rates, papers that have influenced policies intended to benefit society, papers that have informed the basis of practitioners' work, papers that have provided innovative applications of research, or any other evidence of outstanding scholarship as provided by the candidate. Anything less than eight publications will require evidence that the publications are of substantially higher quality and impact. Faculty are strongly encouraged to involve students and other mentees in their research publications. Other evidence that demonstrates the necessary credentials of the candidate's prominence in the field include issued patents,

- invited review papers, book chapters and books authored by the candidate, and invited presentations of her/his research/scholarly activity at significant national and/or international conferences and other scholarly institutions.
- (iv) Candidates for promotion to Associate Professor are expected to recruit and mentor graduate students in their area of expertise leading to the timely completion of graduate theses and dissertations. Candidates are also encouraged to involve undergraduates in their research.
 - (v) Other evidence that demonstrates the necessary credentials for research productivity and the candidate's prominence in the field include invited review papers, book chapters and books authored by the candidate, and/or invited presentations of her/his research/scholarly activity at significant conferences and other scholarly institutions.
- b. Teaching. The department recognizes that contributions to teaching and related activities are important in the evaluation of faculty members.
- (i) Competence in teaching is a minimum expectation. The academic climate, which the university seeks, can be achieved only when faculty members regularly and conscientiously meet all of their fundamental instructional responsibilities. A commitment to excellence in teaching is evidenced by thoroughness of preparation, effectiveness of presentation, a willingness to give counseling and help students during regularly kept office hours and by appointment, and by the ability to stimulate the interest of the students in science. Further evidence of commitment to teaching may include sample syllabi, sample tests, the upgrading of existing courses, design of new courses, and participation in conferences (workshops) which address teaching, curriculum and learning.
 - (ii) It is recognized that the evaluation of teaching is a difficult and subjective task. Nevertheless, the level of competence will be assessed by student evaluations, annual peer observation conducted by the department, and other evidence. Such evidence should include but is not limited to a teaching portfolio, peer ratings, scholarship of teaching and learning, instructional grants and learning outcomes obtained from statements written by students in connection with course evaluation.
- c. Service. The Department of Biological Sciences is operated by a committee system comprised of members representing each of the three divisions. Service to the department, the university and the discipline is expected of each faculty member. Assistant Professors on a tenure-track, however, are advised to concentrate their efforts on establishing their research and becoming competent teachers. Regardless, each faculty member must demonstrate responsible citizenship in the university community by serving on committees when called upon by the department/college/university.
- d. Breadth of Contribution. Some degree of balance in performance in scholarship, teaching and service performance is desirable. As mentioned above, primary

emphasis is placed on scholarship and teaching. However, contributions in one of these primary areas alone will not qualify a person for tenure. Thus, scholarship, even of exceptional merit, will not compensate for mediocre classroom performance nor will exceptional teaching compensate for a lack of consistent scholarly activities.

e. Other Guidelines for Promotion to the Rank of Associate Professor

- (i) A majority vote (minimum 4 out of 6 in favor) by the P&T committee will be required in order for it to recommend the candidate for promotion to the chair of the department.
- (ii) A minimum of five (5) external letters of reference will be requested by the chair from peers in the candidate's field of research. The referees will hold the rank of tenured Associate Professor or higher, or equivalent. The chair of the department will seek these letters from the external reviewers. To ensure an independent review of the candidate's dossier by the P&T committee, these external letters will be made available to the P&T committee only after they have voted on promotion and/or tenure decisions of the concerned candidate and provided their decision letter to the chair. Upon review of these reference letters, the P&T committee will have the opportunity to revise their own letter and if necessary modify their recommendation and justifications in light of comments made by the external reviewers. However, if the revised letter contains substantive changes the original and the revised letter will both be forwarded by the chair of the department to the College P&T committee for their review. The P&T committee may avail itself of any other information, data, evidence, recommendations, etc. it deems pertinent and will not be limited or inhibited in its search for documentary criteria for its consideration so long as the individual's constitutional privilege to personal privacy is in no way breached or threatened. Records of this information will be maintained and should become part of the candidate's Promotion and/or Tenure package. If there is a lack of consensus (split vote), the P&T committee will include the reasons for lack of consensus in their final recommendation to the chair of the department. This will also be reflected in the written report by the chair of the department to the dean of the College of Science. Minority report(s) can be included as part of the P&T committee's letter to the chair of the department, or as a separate letter. All P&T committee members will sign off on their recommendation letter, as well as minority letter, if any.

7. Criteria for Promotion to the Rank of Professor

Promotion to the rank of Professor is reserved for those Associate Professors who have demonstrated a record of high caliber and sustained productivity over their research career, and are recognized by their peers as leaders in the field. Faculty members being considered for promotion to the rank of Professor are expected to demonstrate continued excellence and recognition attained by their research program, as well as meeting requirements in teaching and service as outlined below. In addition, each faculty member is expected to demonstrate civility toward students, staff, peers and colleagues. Each faculty member must contribute to the intellectual climate of the department through dedication to teaching and scholarly pursuits and through

interactions with other members of the departmental faculty and with students at all levels.

- a. Scholarly Work. Because of the nature and breadth of biological sciences as a discipline, research is recognized and acknowledged to be basic or applied, or a combination thereof that could involve theoretical developments and/or experimental and/or original thought, and/or the innovative application of existing principles to solve current problems.
- (i) It is expected that at a minimum, the faculty member going up for Promotion to the rank of Professor has cultivated a highly productive and nationally/internationally renowned program of research that has added in a substantial and meaningful way to the progress of the field and/or discipline.
 - (ii) The candidate must demonstrate a record of success in securing extramural funding/contracts over her/his professional career, and as far as can be determined, demonstrate strong future potential in securing additional funding through external grants/contracts from government, industrial, or private sources, such that she/he can continue to further develop a productive, nationally/internationally renowned research program of high caliber.
 - (iii) The primary evidence of productivity and excellence of the candidate's research lies in scholarly publications in reputed refereed journals. It is expected that the candidate has consistently excelled in publishing her/his work in reputable peer-reviewed avenues. Twelve (12) full-length publications are expected over a five-year period immediately preceding submission of documents for promotion. Candidates should provide direct evidence or metrics of the quality of these publications in the dossier (e.g. journal index ranking, number of citations, evidence of policy influence, popular press coverage of the paper, etc.). It is expected that at least six (6) of these publications should be regarded as outstanding scholarship. Outstanding scholarship can be evidenced by such things as publication in highly regarded national or international journals, journals rated in the top 25% in the candidates field(s) as supported by currently accepted bibliographic metrics, papers with high citation rates, papers that have influenced policies intended to benefit society, papers that have informed the basis of practitioners' work, papers that have provided innovative applications of research, or any other evidence of outstanding scholarship as provided by the candidate. Other evidence that demonstrates the necessary credentials of the candidate's prominence in the field include issued patents, invited review papers, book chapters and books authored by the candidate, and invited presentations of her/his research/scholarly activity at significant national and/or international conferences and other scholarly institutions. Thus, a faculty member considering promotion to the rank of Professor is expected to have a consistent record of high caliber peer-reviewed papers and other scholarly activity that go well beyond what is expected for promotion to Associate Professor. The high caliber of the candidate's research/scholarly work should be plainly evident to reviewers.
 - (iv) Candidates for promotion to the rank of Professor are expected to have a track record of training the next generation of scientists. This includes a track record

of recruiting and mentoring graduate students in their area of expertise leading to the timely completion of graduate theses and dissertations, and publications resulting from graduate student theses and dissertation research. This could also include mentoring the professional development of postdoctoral and visiting scholars. Candidates are also expected to have provided research opportunities to undergraduate students.

- b. Teaching. The department recognizes that contributions to teaching and related activities are important in the evaluation of faculty.
- (i) Competence in teaching is a minimum expectation. The academic climate which the university seeks can be achieved only when the faculty members regularly and conscientiously meets all of their fundamental instructional responsibilities. A commitment to excellence in teaching is evidenced by thoroughness of preparation, effectiveness of presentation, a willingness to give counseling and help to students during regularly kept office hours and by appointment, and by the ability to stimulate the interest of the students in the sciences. Further evidence of commitment to teaching may include sample syllabi, sample tests, the upgrading of existing courses, design of new courses, and participation in conferences (workshops) which address teaching, curriculum and learning.
 - (ii) It is recognized that the evaluation of teaching is a difficult and subjective task. Nevertheless, the level of competence will be assessed by student evaluations, peer observation and other evidence obtained from statements written by students in connection with course evaluation. Such evidence should include but is not limited to a teaching portfolio, peer ratings, scholarship of teaching and learning, instructional grants and learning outcomes obtained from statements written by students in connection with course evaluation.
- c. Service. The Department of Biological Sciences is operated by a committee system comprised of members representing each of the three divisions. Service to the department, the university and the discipline is expected of each faculty member. Faculty members going up for promotion to the rank of Professor are expected to have a track record of significant and meaningful contribution to the university mission such as service on committees at the department and/or college/university level, and service contributions to their scholarly societies. It is expected that the candidate demonstrates a leadership role on these committees. In addition, the candidate must demonstrate responsible citizenship in the university community.
- d. Other Guidelines for Promotion to the Rank of Professor
- (i) The candidate is expected to appraise the department of her/his research productivity as part of the 'Biology Seminar' during the fall or spring semester prior to submitting her/his dossier for consideration for Promotion to the rank of Professor.
 - (ii) The chair of the department will make available the candidate's dossier (as provided by the candidate) to all tenured faculty holding rank of Professor in the department a minimum of two weeks prior to deliberations by the department P&T committee, such that all tenured Professors have the opportunity to provide

written feedback on the candidature of the faculty to the P&T committee and the chair of the department. The P&T committee and the chair will consider these comments when making their independent recommendations.

- (iii) A majority vote (minimum 4 out of 6 in favor) by the P&T committee will be required in order for it to recommend the candidate for promotion to the chair of the department.
- (iv) A minimum of five (5) external letters of reference will be requested by the department chair from peers in the candidate's field of research. The referees will hold the rank of tenured Professor, or equivalent, and be themselves nationally and/or internationally recognized in their field. The chair of the department will seek these letters from the external reviewers. To ensure an independent review of the candidate's dossier by the P&T committee, these external letters will be made available to the P&T committee only after they have voted on promotion and/or tenure decisions of the concerned candidate and provided their decision letter to the chair. Upon review of these reference letters, the P&T committee will have the opportunity to revise their own letter and if necessary modify their recommendation and justifications in light of comments made by the external reviewers. However, if the revised letter contains substantive changes the original and the revised letter will both be forwarded by the chair of the department to the College P&T committee for their review. The P&T committee may avail itself of any other information, data, evidence, recommendations, etc. it deems pertinent and will not be limited or inhibited in its search for documentary criteria for its consideration so long as the individual's constitutional privilege to personal privacy is in no way breached nor even threatened. If there is a lack of consensus (split vote), the P&T committee will include the reasons for lack of consensus in their final recommendation to the chair of the department. The reasons for this lack of consensus will also be reflected in the written report by the chair of the department to the dean of the College of Science. Minority report(s) can be included as part of the P&T committee's letter to the chair of the department, or as a separate letter. All P&T committee members will sign off on their recommendation letter, as well as minority letter, if any.

8. Negative Decision for Granting of Tenure and/or Promotion, and the Appeal Process

- a. Negative Decision by the Departmental P&T Committee. If the P&T committee is considering writing a negative recommendation, it is the responsibility of the P&T committee chair to notify the candidate in time for the candidate to seek redress, if desired. The candidate has a right to request a meeting with the P&T committee chair within five business days of the P&T committee's notification. The nature of this appeal will be to bring additional information to the P&T committee, to correct factual inaccuracies or misinterpretations by the P&T committee and/or to attempt to convince the P&T committee that it should change its decision. The advocate may accompany the candidate at this meeting. Any party present at this meeting may request that it be recorded or transcribed with the approval of all parties present.

Candidates who receive a negative recommendation from the P&T committee have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into her/his tenure and/or promotion dossier before it is forwarded to the department chair. The candidate must submit the letter to the P&T chair at least one (1) business day in advance of the deadline for submission of the P&T committee's recommendation to the department chair. The P&T committee will consider the candidate's letter and supporting documents and report the results of its consideration of the candidate's letter and supporting documents in the dossier going forward to the department chair.

- b. Negative Decision by the Departmental Chair. If the department chair is considering writing a negative recommendation, the chair must notify the candidate at least five (5) business days before the stated deadline. The candidate has the right to request a meeting to discuss the case with the department chair within five (5) business days of the notification. The faculty mentor/advocate may accompany the candidate in this meeting. The requested meeting will occur before the negative recommendation is transmitted.

Candidates who receive a negative recommendation from the chair have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into their tenure and/or promotion dossier before it is transmitted to the college. The candidate may insert in the dossier a letter disputing the recommendation before transmitting the dossier to the college. The candidate must submit the letter to the department chair at least one (1) business day in advance of the deadline for submission of the recommendation to the college level. The department chair will consider the candidate's letter and supporting documents and report the results in the dossier going forward.

9. Post Tenure Review.

A faculty member who receives an unsatisfactory annual review by the unit review committee must be placed on a professional development plan (PDP) as outlined in the review of tenured faculty policy (06.52). A faculty member has up to two calendar years to achieve the outcomes identified in the PDP.

Note: In case the department policy differs from the university policy 06.004 (Faculty Reappointment, Tenure and Promotion), the university policy will take precedence.

References and Cross References

UNT Policy 06.007, Annual Review

UNT Policy 06.027, Academic Workload

UNT Policy 06.035, Academic Freedom and Academic Responsibility

Texas Education Code TEC §51.948, Restrictions on Contracts with Administrators

Forms and Tools

Stop-the-Clock Form (<http://vpaa.unt.edu/sites/default/files/Stop%20the%20Clock%20Final.pdf>)

University Information Form (<http://vpaa.unt.edu/faculty-resoures/forms-and-templates>)

Approved: mm/dd/2018

Effective: mm/dd/2018