

**Introduction and Overview of the  
Annual Evaluation, Promotion, and/or Tenure Standards**

**The Department of Psychology and Philosophy  
College of Arts and Sciences  
Texas Woman's University**

Tenure and Promotion: Building a Career of Excellence

The standards for tenure and promotion are predicated on the understanding that faculty continue on a course of professional development and accomplishment throughout their academic careers. The rank of Professor, the highest academic rank in the University, is awarded in recognition of having attained significant stature in one's discipline. In the Department of Psychology and Philosophy promotion to the rank of Professor is awarded on the basis of having contributed to scholarship in national venues as well as having demonstrated ongoing teaching excellence and a strong commitment to departmental, University and national service. As faculty members serve during the pre-tenure years, and later in the rank of Associate Professor, they should demonstrate incremental progress in scholarship in national venues commensurate with the rank of Professor.

**Parameters for Faculty Evaluations**

The following should be considered in evaluating faculty with appointments in the Department of Psychology and Philosophy at TWU:

- Teaching
- Scholarship
- Service

**Departmental Values Associated with Teaching, Scholarship, and Service.**

It is expected that faculty at all ranks demonstrate continued high-quality professional performance in the teaching, research, and service categories with the understanding that when tenure is awarded, an expectation for continued high-quality performance exists.

Collegiality is demonstrated by the ability to share ideas, work cooperatively, and participate in shared decision-making with faculty and staff.

**Teaching**

*includes formal classroom activities, student guidance and advising, directing student research, and student mentoring at the undergraduate and graduate levels as appropriate.*

**In the Area of Teaching, Faculty:**

- Demonstrate commitment and capability in course development, course enhancement/modification, and/or on-going program evaluation;

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- Work toward the establishment of collegial, often interdisciplinary, relationships with colleagues to strengthen their current and future teaching;
- Obtain the appropriate level of Graduate Faculty status if teaching and/or supervising graduate students.
- Demonstrate commitment to fostering scholarly development of students.

### **Scholarship**

*includes producing and distributing knowledge through peer-reviewed, juried, or adjudicated publications (journals, book chapters, book reviews, books, and/or media materials); grant-writing; and presenting papers at professional meetings and other universities. Graduate faculty should serve as scholar role models by promoting national recognition of the program through scholarship.*

#### In the Area of Scholarship, Faculty:

- Initiate and maintain a program of scholarly inquiry appropriate to the discipline and share that knowledge in national venues through publications and presentations. As a guideline, while employed as a non-tenured Assistant Professor at TWU, faculty are expected to publish in peer-reviewed national journals, on average, one publication a year. Likewise, faculty are expected to present at state, regional, national, and/or international meetings, on average, one presentation a year (at least several of which must be at the national level). Some allowances may be made in the required number of publications and presentations due to an increased responsibility in other areas and/or non-graduate faculty status. While employed as a tenured Associate Professor at TWU, faculty are expected to continue their scholarly productivity and average one publication a year and one presentation in national or international venues a year over the period preceding application for promotion to Full Professor.

### **Service**

*includes participating in shared governance at the program, college, and university levels as deemed appropriate within the context of program needs and available faculty resources; extending scholarly expertise to appropriate audiences, agencies, or organizations; and contributing leadership to regional and/or national professional organizations.*

#### In the Area of Service, Faculty:

- Maintain membership in professional organizations (local, state, regional, and national) that reflect professional identity;
- Participate in recruitment, advising, and mentoring of students;
- Seek service on departmental, college, university, community, and professional committees.

**University Standards – Tenure Track Faculty General Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Completion of appropriate terminal academic degree or its equivalent as defined by the academic unit.</li> <li>• Demonstration of current capability and desire for excellence in teaching, scholarship and service</li> <li>• Demonstrated potential for significant accomplishments in these three areas.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Normally, candidate will have served full time a minimum of 6 years at the rank of Assistant Professor at the college or university level and at least 2 years at TWU in that rank.</li> <li>• Demonstrated significant contributions in teaching, advising or other instructional activities; scholarship, research and/or other creative activities; and university, professional and public service.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Normally, candidate will have completed at least 6 years as Associate Professor at the college or university level and served full time at least 4 years at TWU as Associate Professor.</li> <li>• Demonstration of continuous and sustained meritorious achievements beyond the level of Associate in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; and professional, university and public service.</li> <li>• Sustained records of exceptional quality will be demonstrated. Promotion to the rank of Professor is in recognition of attainment rather than <i>length of service</i>.</li> </ul>

**Department of Psychology and Philosophy Criteria – Tenure Track Faculty General Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Have completed a terminal degree (Ph.D., Ed.D., Psy.D) in an appropriate specialization in psychology or philosophy;</li> <li>• Possession of an academic specialization that is compatible with the mission and goals of the programs within the department;</li> <li>• Demonstrate potential for contributions in teaching, advising, scholarship, research and/or other creative activities and university, professional and public service.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate significant contributions in teaching, advising, scholarship, research and/or other creative activities and university, professional and public service; and</li> <li>• Demonstrate collegial relationships to strengthen teaching, scholarship and service.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate continuous and sustained meritorious achievements in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; and professional, university and public service; and</li> <li>• Demonstrate leadership in establishing collegial relationships to strengthen teaching, scholarship and service.</li> </ul>

**University Standards – Tenure Track Faculty Teaching Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<ul style="list-style-type: none"> <li>• Candidate should demonstrate a current capability and desire for excellence in teaching, as well as potential for significant accomplishments in this area.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate excellence in all aspects of teaching;</li> <li>• Participate effectively in course development and evaluation;</li> <li>• Obtain membership on the Graduate Faculty, in components with graduate programs.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate excellence in all aspects of teaching;</li> <li>• Demonstrate leadership in the development of academic programs;</li> <li>• Maintain full membership on the Graduate Faculty, in components with graduate programs;</li> <li>• Serve as a resource to other faculty.</li> </ul>

**Department of Psychology and Philosophy Criteria – Tenure Track Faculty Teaching Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Candidate should:</p> <ul style="list-style-type: none"> <li>• Demonstrate capability and desire for excellence in teaching-</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate excellence in all aspects of teaching. Examples might include:                             <ul style="list-style-type: none"> <li>○ Attaining mostly high ratings in student evaluations of formal courses;</li> <li>○ Preparation of clear and informative class syllabi that adhere to University standards;</li> <li>○ Keeping current knowledge level in the discipline by continuing study and/or attending professional conferences, workshops, or symposia;</li> <li>○ Serving as a undergraduate/graduate advisor, honors student advisor;</li> <li>○ Participation in programs that foster student excellence;</li> <li>○ Competence in directing graduate students.</li> </ul> </li> <li>• Participate in course development, course enhancement/modification, and/or on-going program evaluation;</li> <li>• Obtain and maintain, at a minimum, Associate Graduate Faculty status, in components with graduate programs;</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate excellence in all aspects of teaching and demonstrate leadership in fostering educational excellence. Examples might include:                             <ul style="list-style-type: none"> <li>○ Attaining consistently high ratings in student evaluations of formal courses;</li> <li>○ Preparation of clear and informative class syllabi that adhere to University standards;</li> <li>○ Keeping current knowledge level in the discipline by continuing study and/or attending professional conferences, workshops, or symposia;</li> <li>○ Documented training of students in research and/or professional development by engaging in at least two of the following:                                     <ul style="list-style-type: none"> <li>▪ Documenting continuous service as undergraduate/graduate advisor, honors advisor;</li> <li>▪ Active participation in programs that foster student excellence;</li> <li>▪ Competence in directing graduate students to allow completion of degrees within required time limits; and/or</li> <li>▪ Guiding students doing original research through publication of research results.</li> </ul> </li> </ul> </li> <li>• Demonstrate leadership in the development of academic programs across the component, college, and university;</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate involvement in fostering scholarly development of students: <ul style="list-style-type: none"> <li>○ Evidence of participation in student advising.</li> <li>○ Evidence of participation in and advisement of undergraduate and/or graduate research and service on undergraduate and/or graduate research committees as appropriate;</li> <li>○ Evidence of mentoring students in research activities.</li> </ul> </li> <li>• Provide evidence of continued professional development and updating of skills.</li> <li>• Demonstrate that current research trends and issues are brought to the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate leadership in course development, course enhancement/modification, and/or on-going program evaluation, as evidenced by: <ul style="list-style-type: none"> <li>○ Active leadership in departmental course evaluations, course development and/or degree plan evaluations;</li> <li>○ Active leadership in new courses or in modifications of existing courses; or</li> </ul> </li> <li>• Maintain Full membership on the Graduate Faculty, in components with graduate programs;</li> <li>• Serve as a resource and/or mentor to other faculty, as evidenced by: <ul style="list-style-type: none"> <li>○ Active participation in departmental, college, and university mentoring programs;</li> <li>○ Active participation in assisting non-tenured faculty in course development, and/or</li> <li>○ Active sharing of teaching techniques and resources.</li> </ul> </li> <li>• Demonstrate success in fostering scholarly development of students: <ul style="list-style-type: none"> <li>○ By helping students in their timely completion of professional papers, theses, and/or dissertations;</li> <li>○ Encouraging undergraduate majors and graduate students to attend professional activities such as seminars, workshops, or symposia;</li> <li>○ Documented success in student applications to graduate school or other professional education programs;</li> <li>○ Documented success in student preparation of scholarly findings for publication/presentation.</li> </ul> </li> <li>• Provide evidence of continued updating and development of specialization within the field of psychology.</li> <li>• Demonstrate that current research trends and issues are brought to teaching.</li> </ul>
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<b>University Standards – Tenure Track Faculty Scholarship and Other Creative Activity</b>		
<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
Candidate should demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area.	Candidate must: <ul style="list-style-type: none"> <li>• Demonstrate excellence in research and creative activities;</li> <li>• Share the results of the scholarly work in peer reviewed forums;</li> <li>• Seek internal or external funding, as appropriate to the field.</li> </ul>	Candidate must: <ul style="list-style-type: none"> <li>• Document a program of research and/or creative activities;</li> <li>• Serve as a research/creative mentor to colleagues/graduate students;</li> <li>• Seek and/or secure internal or external funding, as appropriate to the field;</li> <li>• Disseminate the results of scholarly work in peer reviewed forums.</li> </ul>

<b>Department of Psychology and Philosophy Criteria – Tenure Track Faculty Scholarship Requirements</b>		
<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
Candidate should: <ul style="list-style-type: none"> <li>• Demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area.</li> </ul>	Candidate must: <ul style="list-style-type: none"> <li>• Demonstrate excellence in research and creative activities;</li> <li>• Document a developing, ongoing program of research;</li> <li>• Disseminate the results of ongoing scholarly inquiry appropriate to the discipline in local, state, regional, and/or national peer reviewed forums.               <ul style="list-style-type: none"> <li>○ This must include:                   <ul style="list-style-type: none"> <li>▪ Participation in and presentations at professional and scholarly meetings (at least several of which must be at the national level);</li> <li>▪ Publications in national refereed journals, books, or monographs;</li> </ul> </li> <li>○ This may include publication of white papers, technical reports, position papers, policy analyses, and monographs relevant to the discipline.</li> </ul> </li> <li>• Seek internal funding or local, regional, and state external funding as appropriate to the field</li> </ul>	Candidate must: <ul style="list-style-type: none"> <li>• Demonstrate continuous and sustained meritorious achievements in the areas of scholarly research. Examples may include:               <ul style="list-style-type: none"> <li>○ Disseminate the results of ongoing scholarly inquiry appropriate to the discipline in national and/or international peer reviewed forums.</li> <li>○ This must include:                   <ul style="list-style-type: none"> <li>• Participation in and presentations at professional and scholarly meetings (at least several of which must be at the national level);</li> <li>• Publications in national refereed journals, books, or monographs.</li> </ul> </li> <li>○ Other relevant activities may include:                   <ul style="list-style-type: none"> <li>• Publication of white papers, technical reports, position papers, policy analyses, and monographs relevant to the discipline.</li> <li>• <u>Invitations</u> to participate based on area of scholarly expertise (vs. own volunteering). Examples may include being sought out:                       <ul style="list-style-type: none"> <li>• to contribute to special issues of journals, book chapters, to write a book, write a monograph, write an article;</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<p>for scholarly activities and the faculty member's interests.</p>	<ul style="list-style-type: none"> <li>• by media to comment in area of expertise;</li> <li>• for legal and/or governmental consultation;</li> <li>• as a reviewer for grants at a state or national level;</li> <li>• as a speaker (CE, professional meetings, professional audiences in other venues);</li> <li>• for task force/committee and/or leadership roles in professional organizations;</li> <li>• as an editor or guest editor of a peer-reviewed journal;</li> <li>• as an external reviewer for dissertations at other universities nationally or internationally; or</li> <li>• as an external reviewer for tenure and promotion materials at other universities across the nation.</li> </ul> <ul style="list-style-type: none"> <li>• Seek internal funding or local, regional, state, and national external funding, as appropriate to the faculty interests;</li> <li>• Serve as a research mentor to colleagues and students.</li> </ul>
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**University Standards – Tenure Track Faculty Service Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Candidate should demonstrate a current capability and desire for excellence in service as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Contribute in a positive way to the mission of the component, college and university;</li> <li>• Demonstrate leadership within the component and college;</li> <li>• Participate in recruitment, advising, and mentoring of students;</li> <li>• Demonstrate active involvement in professional and/or community organizations.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Contribute in a positive way to the mission of the component, college and university;</li> <li>• Demonstrate leadership within the university;</li> <li>• Demonstrate leadership within professional and/or community organizations;</li> <li>• Serve as a mentor to students/student organizations.</li> </ul>

**Department of Psychology and Philosophy Criteria – Tenure Track Faculty Service Requirements**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate <u>capability and desire for excellence</u> in service as well as potential for significant accomplishments in this area.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Maintain professional organization memberships and start becoming involved with committee work and/or seek out leadership positions at state, regional, national, or international levels as appropriate;</li> <li>• Demonstrate active involvement within the department and college;</li> <li>• Contribute in a positive way to the mission of the department, college and university;</li> <li>• Participate in recruitment, advising, and mentoring of students;</li> <li>• Serve as a mentor to students/student organizations;</li> <li>• Demonstrate active involvement in professional and/or community organizations;</li> <li>• Serve on departmental, college, or university committees.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Maintain professional organization memberships and seek out leadership positions as appropriate.</li> <li>• Demonstrate leadership in departmental, college and university activities;</li> <li>• Contribute in a positive way to the mission of the component, college and university;</li> <li>• Provide leadership in recruitment, advising, and mentoring of students;</li> <li>• Provide leadership in mentoring students and/or student organizations.</li> <li>• Provide leadership on departmental, college, and university committees;</li> <li>• Provide leadership in professional and/or community organizations.</li> </ul>



## Department of Psychology and Philosophy

### Tenure Standards

Generally, faculty submit a tenure and promotion to Associate Professor packet at the same time. However, there are exceptions to this rule. For example, when an Associate Professor is hired but not awarded tenure. The years of service counted towards tenure is negotiated at hiring and is guided by the number of publications and prior university work experience. As a general rule most non-tenured faculty who are hired at an Associate or Professor must work a minimum of 4 years at TWU before the faculty member may apply for tenure.

### General Requirements

Candidate must:

- Demonstrate progress toward attainment of national recognition in scholarship and demonstrate excellence in teaching and service.
- Normally have served full time a minimum of at least 4 years at TWU in rank;
- Demonstrate significant contributions in teaching, advising, scholarship, research and/or other creative activities and university, professional and public service.
- Demonstrate collegial relationships to strengthen teaching, scholarship and service.

### Teaching Requirements

Candidate must:

- Demonstrate excellence in all aspects of teaching. Examples might include:
  - Attaining mostly high ratings in student evaluations of formal courses;
  - Preparation of clear and informative class syllabi that adhere to University standards;
  - Keeping current knowledge level in the discipline by continuing study and/or attending professional conferences, workshops, or symposia;
  - Serving as a undergraduate/graduate advisor, honors student advisor;
  - Participation in programs that foster student excellence;
  - Competence in directing graduate students.
- Participate in course development, course enhancement/modification, and/or on-going program evaluation (e.g., Institutional Effectiveness review);
- Obtain and maintain, at a minimum, Associate Graduate Faculty status, in components with graduate programs;
- Demonstrate involvement in fostering scholarly development of students:
  - Evidence of participation in student advising.
  - Evidence of participation in and advisement of undergraduate and/or graduate research and service on undergraduate and/or graduate research committees as appropriate;
  - Evidence of mentoring students in research activities.
- Evidence of continued professional development and updating of skills.
- Demonstrate that current research trends and issues are brought to the classroom.

### Scholarship Requirements

Candidate must:

- Demonstrate excellence in research and progress toward attainment of national recognition as a scholar.
- Document a developing, ongoing program of research.
- Disseminate the results of ongoing scholarly inquiry appropriate to the discipline in local, state, regional, and/or national peer reviewed forums, as evidenced by:

- Participation in and presentations at professional and scholarly meetings.
- Publications in refereed journals, books, book reviews, or monographs;
- Publication of white papers, technical reports, position papers, policy analyses, and monographs relevant to the discipline.
- Seek internal funding or local, regional, and state external funding as appropriate to the field for scholarly activities and the faculty member's interests.

#### **Service Requirements**

Candidate must:

- Maintain professional organization memberships and start becoming involved with committee work and/or seek out leadership positions at state, regional, national, or international levels;
- Demonstrate active involvement within the department and college;
- Contribute in a positive way to the mission of the department, college and university;
- Participate in recruitment, advising, and mentoring of students;
- Serve as a mentor to students/student organizations;
- Demonstrate active involvement in professional and/or community organizations;
- Serve on departmental, college, or university committees.

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