

**Policy Title: Promotion for Tenured Faculty**

**Policy Number: BU-PP 702**

**Date Issued: March 7, 1974**

**Responsible Executive: Provost**

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**Responsible Office: Provost**

## **Promotion for Tenured Faculty BU-PP 702**

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### **Policy Statement**

The promotion of a faculty member from Associate Professor to Professor is a significant milestone in one's academic career. Promotion to the rank of Professor recognizes a sustained trajectory of significant achievement in teaching, scholarship, and service to the University since the appointment as Associate Professor. One measure of the strength of a university is the intellectual achievements of its faculty, so promotion is based primarily on evidence of scholarly contributions and prominence within the candidate's field. An important criterion for promotion to Professor is a body of work that has earned national and/or international distinction in scholarship or creative work that has contributed significantly to the candidate's professional profile in their field. The precise expectations vary among the departments within the University, but the common denominator is documented evidence of outstanding quality, productivity, leadership, and scholarly impact. Recommendations for promotion to Professor are based on a comprehensive evaluation of the candidate's sustained impact in research and/or creative endeavors, continuing accomplishment in teaching, evidence of valuable leadership and professional service, and collegiality in interpersonal relationships and activities within and outside the University.

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### **Reason for the Policy**

This policy sets forth criteria, eligibility, and process for promotion to the rank of Professor at Baylor University.

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### **Individuals/Entities Affected by this Policy**

This policy applies to tenured members of the faculty at Baylor University who hold or might be promoted to the rank of Professor, as well as individuals who might be hired at Baylor into a position at this rank.

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## Exclusions

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NONE

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## Related Documents and Forms

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### University Policies and Documents

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Promotion Procedures at Baylor University

[Tenure Policy](#)

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### Other Documents

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State or Federal law

Regulations

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Professor</b>	The rank of tenured faculty above the rank of Associate Professor at Baylor University
<b>Associate Professor</b>	The rank of tenured or tenure-track faculty at Baylor between that of Assistant Professor and Professor; Assistant Professors are promoted to this rank upon being granted tenure, but some faculty may hold the rank prior to receiving tenure.

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Office of the Provost	254-710-3601	<a href="https://www.baylor.edu/provost/">https://www.baylor.edu/provost/</a>

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## Overview

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The promotion of a faculty member from Associate Professor to Professor is a significant milestone in one's academic career. Promotion to the rank of Professor recognizes a sustained trajectory of significant achievement in teaching, scholarship, and service to the University since the appointment as Associate Professor. One measure of the strength of a university is the intellectual achievements of its faculty, so promotion is based primarily on evidence of scholarly contributions and prominence within the candidate's field. An important criterion for promotion to Professor is a body of work that has earned national and/or international distinction in scholarship or creative work that has contributed significantly to the candidate's professional profile in their field. The precise expectations vary among the departments within the University, but the common denominator is documented evidence of outstanding quality, productivity, leadership, and scholarly impact. Recommendations for promotion to Professor are based on a comprehensive evaluation of the candidate's sustained impact in research

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and/or creative endeavors, continuing accomplishment in teaching, evidence of valuable leadership and professional service, and collegiality in interpersonal relationships and activities within and outside the University.

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## **Achievement**

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The rank of Professor is granted after a thorough review of a candidate's qualifications and achievements, taken as a whole, by the individual's Professors within the department, the dean of the school or college, objective outside reviewers from peer or aspirant institutions judging the quality and quantity of the individual's scholarship and/or creative activity, the Provost, and ultimately the President. Each academic unit provides guidelines, approved by the Office of the Provost, that define the level of excellence appropriate for promotion to this rank within the respective discipline(s).

Promotion to the rank of Professor will not be awarded by default, nor is a promotion to Professor a contractual right that an individual can earn by merely fulfilling a specific list of achievements. The evaluators consider the totality of the individual's achievements in scholarship and/or creative activity, teaching, university and community service, professional collegiality, and leadership in the context of the departmental promotion guidelines. In order to reach a rational and just determination, they must consider not only the objective achievements of the individual, but also subjective factors such as (i) the manner and method by which the individual pursued achievements; (ii) the quality of the individual's research and teaching including the ways that they have affected and influenced the targeted communities; (iii) the likelihood of the individual's maintaining his or her reputation within the field of study in the future; and (iv) the likelihood that the individual will continue to engage in activities that benefit the day-to-day workings of the department and school as well as the University as a whole.

Based on such information, the evaluators reach a determination as to whether the candidate has demonstrated conclusively that she or he has contributed to the stated goals and mission of the University, and will continue to do so, at a level that is appropriate for a Professor.

The faculty member should hold the terminal degree, or the clear equivalent. The faculty member must also conclusively demonstrate excellence in his or her professional pursuits. Each academic unit provides guidelines, approved by the Office of the Provost, that define this level of excellence within the respective discipline(s). In all cases, though, this level of performance must be demonstrated in the faculty member's (i) research and/or creative work in the discipline, including an established record of publication (or the equivalent, in fields such as performing arts) with national and/or international distinction; (ii) teaching excellence; (iii) service and demonstrated leadership through participation in professional organizations, contributions to the work of the department and the common life of the University; and (iv) collegial work as demonstrated in interpersonal relationships with other faculty, staff, and students, and activities in the community outside the University. While the proportions of teaching, research, and service contributions will vary considerably from faculty member to faculty member, one must conclusively demonstrate excellence in research and/or creative work, and in teaching as well as in service and collegial work, in order to earn promotion to Professor

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at Baylor. While the department, the dean, the Provost, and the President will view the faculty member's performance from different perspectives, each will consider this work in the context of departmental guidelines and needs.

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### **Eligibility for Promotion**

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- A. Promotion to the rank of Professor may be granted only to those tenured faculty members holding the faculty rank of tenured Associate Professor, and holding the terminal degree, or the clear equivalent.
- B. Typically, an Associate Professor will not attain the level of eminence and leadership consistent with the rank of Professor before at least six years past the granting of tenure.
- C. An Associate Professor may undergo the promotion process prior to the sixth year past the granting of tenure, if this is approved by a majority of the departmental Professors, the dean, and the Provost. In any case, an Associate Professor will not receive promotion to the rank of Professor through the process described in the "Promotion Procedures" sooner than four years after he or she was initially granted tenure (that is, the candidate would not apply for promotion before the spring of the third year as a tenured faculty member). Denial of promotion does not preclude consideration for promotion in a subsequent year.
- D. Upon the recommendation of the Provost, the President may promote a faculty member to the rank of Professor without following the process described in the "Promotion Procedures," if such a decision serves the interests of the University. Such a decision must be based on the criteria of excellence described in this Promotion Policy and approved by a majority vote of the Professors of the applicable department (secured by secret ballot) and by the dean of the applicable School or College.

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### **Annual Calendar of Events Related to Promotion in Rank**

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The calendar of events for promotion is provided in the "Promotion Procedures at Baylor University" document.

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### **Process Concerns**

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If a faculty member at any point in the proceedings believes that the promotion policy or procedures have been violated, he or she should first discuss the matter with the faculty member(s) or administrator(s) he or she believes to have been responsible for the violation. If this discussion does not resolve the problem, the faculty member should discuss it with the supervisor of the person(s) he or she believes to have been responsible for the violation, and subsequently may discuss it with that person's supervisor, up to the Provost. If there is no satisfactory informal resolution, the faculty member may file a formal grievance through the Grievance Committee.

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## **Salary Increase**

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The faculty member earning a promotion will receive a salary increase reflecting the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the faculty member will receive an increase at the next budget period when funds are available. Promotions should not be delayed because of financial constraints. Conversely, promotions must be earned through these promotion policy guidelines and not be used as substitutes for salary increases.

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## **Confidentiality**

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Promotion decisions may involve sensitive personnel matters and confidentiality should be maintained in a manner that facilitates the decision process and minimizes communications that are not part of the decision process.

- A. All participants in the promotion process are to maintain confidentiality and limit communications regarding individual candidates for promotion to University officials who need to know information regarding individuals.
- B. In the event that a promotion matter is resolved in a judicial or other forum that may involve third parties, the applicable rules of the forum will control the litigation process. Accordingly, documents such as colleague evaluations may have to be disclosed.