Promotion, Retention, and Tenure

Our Promotion, Retention, and Tenure (PRT) programs are designed to reward faculty members who have proven themselves over time. Instructions, guidelines, and the selection process are all provided in this section.

- Promotion, Retention, and Tenure SharePoint
- Instructions for Promotion, Retention, and Tenure Applicants
- Guidelines for Promotion, Retention, and Tenure Committees, Department Chairs, & Deans
- University Promotion, Retention, and Tenure Committee

Promotion, Retention, and Tenure SharePoint

To find information regarding Promotion and Tenure Criteria, PRT application, and PRT calendar please visit the link below.

PRT SharePoint

Instructions for Promotion, Retention, and Tenure Applicants

Instructions Web Site 2023-24.pdf

Below are the Instructions to Promotion and/or Tenure Applicants.

Instructions to Promotion and/or Tenure Applicants

1. The Application Format for Requesting Promotion and/or Tenure is a guide for organizing the application. Applicants should follow this outline and consult with department, college, and University PRT chairs during the application process.
2. Applicants may include supplemental information in appendices at the back of the application as long as they conform to Department or College PRTC requirements. Each application, with all supporting material, will continue to the next level of review unless formally withdrawn according to the PRT Calendar.
3. Applications should contain only materials that meet requirements for tenure and/or promotion established by departments, colleges, the University, and the Faculty Handbook. Applicants for Full Professor may submit only materials from the previous five (5) years in rank. Material produced prior to employment at A-State must be listed separately in an appendix. Materials produced before the last promotion but outside the last five years may also be included in an appendix.
4. The University Promotion, Retention, and Tenure Committee (UPRTC) strongly recommends that any person requesting promotion or tenure should not serve on college or university PRT committees, and where possible, should not serve on department PRT committees.
5. Faculty applying for tenure and/or promotion must submit their application as a single electronic copy transmitted to the chair of their department PRT committee. Applicants should complete the top portion of the Summary of Recommendations form. Department or college PRT chairs will provide instructions for electronic submission.
6. Applicants must also submit one (1) hard copy of their complete application to the Office of the Provost to fulfill record-keeping requirements established in the Faculty Handbook.

   Contact Alyssa Wells for more information.

7. Applicants should **not** cite the following in Section VII of the Promotion/Tenure Application. These belong in Section IX.d. (Optional Activities):
    - Articles not accepted for publication
    - Articles submitted for publication
    - Grants not funded
    - Work in progress
8. Applicants may include works “In Press” as publications. Committees will count an article as “In Press” if the application includes verifiable communication from the journal editor or publisher confirming that the work:
    - has been accepted in its final form,
    - requires no further revisions, and
    - will appear in print by a stated date.
9. Cite “In Press” works that meet the above criteria under items VII.a.3. and IX. Applicants may also include works “Accepted for Publication” with appropriate documentation.
10. Applicants may include letters from outside professional evaluators and copies of reviews of published or in-press works in an appendix.
11. Applicants should indicate any service or research that was compensated by an external funding source.
12. An additional level of review applies to applicants who teach professional education courses in the Education Preparation Provider (EPP) unit outside the College of Education and Behavioral Science. This review is described in the EPP Governance Handbook (pages 11–13), available

Guidelines for Promotion, Retention, and Tenure Committees, Department Chairs, & Deans

Guidelines for PRT Committees 2023-2024.pdf

Below are the Guidelines for Promotion, Retention, and Tenure Committees, Department Chairs, & Deans

1. The UPRTC strongly recommends that no person who is requesting promotion or tenure should serve on the college or university PRT committees, and where possible, should not serve on departmental PRT committees.
2. Affirmative or negative recommendations by PRT committees, department chairs, and deans must be supported with explicit written analyses of strengths and weaknesses. Recommendations should address the quality of teaching, research, and service based on departmental and college PRT criteria. Departmental committees and chairs have a responsibility to evaluate all information submitted by candidates.
3. Except in unusual circumstances, the minimum time-in-rank between Assistant and Associate Professor is three years, and between Associate and Full Professor is five years. (See Faculty Handbook, Section III.B.3.)
4. Candidates applying for tenure and/or promotion must submit their application as a single electronic copy to the chair of their department PRT committee. Chairs should ensure the applicant has completed the top portion of the Summary of Recommendations form. Department PRT chairs should distribute the application to committee members.
5. After the department PRT committee vote, chairs must submit the application with signatures and vote records on the Summary of Recommendations form. The electronic application must proceed to each successive level (chairs, college PRT committees, deans, and the UPRTC) with signatures and vote records included.
6. Candidates may correct errors (such as relocating material or fixing grammar) in consultation with their department PRT committees until the application leaves the department for the next level of review. After that point, the application is fixed and materials may not be changed, added, or removed for the remainder of the process.
7. In evaluating teaching, PRT committees should consider materials beyond student evaluations.
8. Letters of recommendation from college and departmental committees should include the names of committee members.

University Promotion, Retention, and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Vice Chancellor for Academic Affairs and Research.

MEMBERS

UNIVERSITY PROMOTION, RETENTION, AND TENURE COMMITTEE

2023-2024

College of Agriculture

- Steve Green

Neil Griffin College of Business

- Matthew Hill

College of Education & Behavioral Science

- Jessica Curtis

College of Engineering & Computer Science

- Kwangkook Jeong

College of Liberal Arts & Communication

- Hans Hacker

College of Nursing & Health Professions

- TBD

College of Sciences & Mathematics

- Hashim Ali