

**College of Arts and Sciences  
Lamar University  
Department of Biology  
Guidelines for Tenure, Promotion, and Salary Administration**

The following guidelines were developed and have been ratified periodically by faculty of the Department of Biology. This list is not intended to be all-inclusive, but represents common activities by category. Successful applications for promotion, tenure, and salary administration generally have one or more entries in most categories. University requirements and expectations for tenure and promotion are given in the Faculty Handbook (e.g., Chapter II, sections 12, 15, 16, and 19). This document does not supersede the Faculty Handbook, but is intended to provide guidance that, although general in nature, may be more specific to the Department or discipline than is provided in the Handbook. A faculty member with unusual talents and/or interests may make significant contributions worthy of credit toward tenure and promotion through accomplishments and activities that are not on this list.

**Guidelines**

**I. Degree Earned**

- A. Doctoral degree in what is normally considered a biological science from an accredited institution.

**II. Scholarly and Creative Activities**

- A. Publication of original research in regional, national, or international peer-reviewed journals.
- B. Acquisition of extramural and/or intramural funding.
  - 1. Research funding.
  - 2. Equipment funding.
  - 3. Workshop, institutes, special project, or travel funding.
- C. Other activities.
  - 1. Achieve a reputation of respect in one's field of expertise. Such a reputation could be achieved through:
    - a. Publication of a monograph or book by a reputable press.
    - b. Publication of instructional materials, lab manuals, etc.
    - c. Presentation of research at international, national, or regional professional meetings or conferences.
    - d. Board member or officer of a professional organization of national or regional importance.
    - e. Report resulting from community oriented research.
    - f. Ongoing research with graduate and undergraduate students with promise of publication.
    - g. Chairman (or discussant) on panel of professional organizations.
    - h. Reviewer for book (s) or journal articles.
    - i. Presentation of research to department, college, or university colloquia.
    - j. On campus or off campus speaking or consultation.

### **III. Teaching Proficiency and Mentorship**

- A. Demonstrated ability to conduct classes in an orderly and informative manner.
- B. Produce organized syllabi according to university standards.
- C. Conduct instructional activities in an ethical and professional manner.
- D. Stay current in the field, producing up-to-date and challenging courses.
- E. Use instructional methods and best practices informed by student evaluations.
- F. Maintain updated information on academic and course requirements, employment opportunities, and other changes in one's area in support of student advisement.
- G. Direct theses and other graduate and undergraduate research, teach honors classes, develop new courses, and produce new programs and teaching methods.

### **IV. Participation in Departmental, College, University, Community, and Professional Service**

- A. The required lengths of service for each category are given in the current Faculty Handbook and are minimums.
- B. Participation in activities which affect the profession, academic programs or processes, and/or faculty, campus, or community life, including:
  - 1. University committees.
  - 2. University related committees.
  - 3. College committees.
  - 4. Departmental committees or assignments.
  - 5. Serve as University liaison to other institutions, area public schools, or community or governmental organizations.
  - 6. Sponsor and assist student organizations.