



## COLLEGE OF BUSINESS PROMOTION AND TENURE POLICY

This policy articulates the promotion and tenure expectations for the College of Business.

### Tenure and Promotion to Associate Professor

#### Basic Criteria

As specified in the Lamar University Faculty Handbook, Section 12.1.2:

For promotion to the rank of associate professor, the minimum requirements are an earned doctoral (or if appropriate, a recognized terminal) degree from a regionally-accredited institution of higher education; six years of service as a full-time assistant professor, including at least three years as a full-time assistant professor at Lamar University; demonstrated proficiency in teaching; recognized scholarly production, research, and professional achievement; and productive participation in college and university affairs

In the fall of the sixth year of full-time service (including any credit for prior service), a fulltime faculty member at the rank of assistant professor (and entering Lamar employment after fall 2012) must apply for and be considered for both tenure and promotion to the rank of associate professor. The personnel committee at each level will vote only on the combined action. If the candidate is successful, his or her tenure and associate professor rank would begin with fall of the seventh year of service.

Within the College of Business, candidates for tenure and promotion to associate professor are expected to have a terminal degree appropriate to the faculty member's teaching field. As noted in the faculty handbook, tenure and promotion requires evaluation of **teaching, service, and research and professional achievement**. While research and professional achievement can be objectively measured and a point system is used, the policy allows for flexibility in teaching and service with the faculty submitting a dossier of teaching and service activities that demonstrates excellence.

The expectations outlined below are designed for faculty applying for tenure. Other factors such as employment at other universities or previous employment at Lamar in a non-tenure track position may create exceptions to the presented guidelines. For example, for a faculty member hired with credit towards tenure, research published prior to joining Lamar may be considered along with the work done at Lamar.

As specified in Section 12.10 of the Lamar University Faculty Handbook, exceptions may be made with the prior written approval of the Dean of the College of Business and the Provost.

## Research

The research requirement for promotion and tenure will be based on the publication of refereed journal articles, other intellectual contributions, and professional service related to research. The faculty member is expected to demonstrate, through published research, the ability to perform research in his or her discipline including conceptualization, building theory, and appropriate methodology.

- Basic, applied, and teaching-related research are all valued.
- Cross disciplinary research is acceptable if it clearly applies the applicant's discipline to another field.

Because promotion and tenure uses past performance as an indicator of future performance, evidence of a consistent pattern of ongoing research is required.

The Australian Business Deans' Council (ABDC) list, Cabell's, or the Construction Management Journal List (2020 approval date) will be used to determine publication quality. The ABDC, Cabell's, or CM category will be assigned based on the list at time of acceptance of the research.

For business or construction management, journals that are not listed in Cabell's, the ABDC, or CM Journal List, authors may provide documentation to establish the legitimacy of the journal, particularly evidence that the journal is not of a "predatory" nature. If the journal is accepted as legitimate, it will be classified as being in Cabell's. Authors may petition the Dean of the College of Business for exceptions to the journal rating points listed below with applicable documentation including the journal impact factor.

To qualify for promotion and tenure, a faculty member must, at a minimum, satisfy **both** A. and B. below. The candidate shall determine which intellectual contributions are classified to each category but each contribution can only be counted in one category or the other.

A. At least 3 refereed journal articles and a minimum of 10 points according to the following:

- A\* – 8 points
- A – 6 points
- B – 4 points
- C – 2 points
- Listed only in Cabell's – 1 point

B. A **minimum of 40 additional** points from the following list of intellectual contributions or professional service related to research:

POINTS	INTELLECTUAL CONTRIBUTIONS
30	Externally funded research grant of more than \$250,000
20	Externally funded research grant over \$50,000 up to \$250,000
15	Externally funded research grant over \$25,000 up to \$50,000
10	Externally funded research grant over \$5,000 up to \$25,000
5	Externally funded research grant of less than \$5,000
5	University or College research grant
30	Publication (A*) from the ABDC or CM journal list
25	Publication (A) from the ABDC or CM journal list
20	Publication (B) from the ABDC or CM journal list
15	Publication (C) from the ABDC or CM journal list
15	Author (1 <sup>st</sup> or 2 <sup>nd</sup> ) on a textbook or scholarly book
10	Publication of a case in a refereed journal not on the ABDC or CM Journal List
10	Publication of software
10	Published refereed journal article not on the ABDC or CM journal list
10	Published refereed proceedings at a national or regional conference
10	Presentation of a paper, workshop, or panel session an an academic conference
10	Presentation of a paper, workshop, or panel session an an industry conference
5	Grants or contracts for equipment, service, etc.
5	Publication in a trade journal
5	Publication of a case in a textbook
5	Publication of a book chapter or monograph
5	Published book review
5	Research awards, honors, scholarships, and fellowships received
5	Author of a pedagogical textbook supplement

POINTS	PROFESSIONAL SERVICE RELATED TO RESEARCH
15	Officer or Board member of a national academic organization
15	Editor or Associate Editor of a A* or A ABDC or CM list journal
15	Editorial review board member of a A* or A ABDC or CM list journal
10	Officer or Board member of state or regional professional organization
10	Program chair or co-chair at a national conference

10	Obtaining a discipline-based certification
10	Advisory Board of a research center
10	Editor, Associate Editor, or Editorial Board for a B ABDC or CM list journal
5	Editor, Associate Editor, or Editorial Board for peer-reviewed journal not on the ABDC or CM journal list
5	Track chair at a national or regional conference
5	Program chair at a regional conference
5	Attendance at a national or regional academic conference
5	Reviewer for a national or regional conference
5	Ad Hoc reviewer for a journal or grant
5	Reviewing academic textbooks
5	Participating in state and local research events
5	Serving on a dissertation committee

## Teaching

It is recognized that there is not a generally accepted definition of teaching excellence. Thus, the policy allows for alternative methods of demonstrating teaching effectiveness and **requires faculty members to develop a teaching dossier** that supports their application for tenure/promotion. In addition, the more traditional measures of teaching effectiveness including course coverage, rigor and content, assessment techniques, and student evaluations of teaching are considered.

- Prior to the tenure/promotion decision, faculty members are expected to demonstrate teaching effectiveness in multiple courses and at multiple levels. It is realized that teaching loads are determined by college needs. Thus, deviations from this expectation are acceptable when dictated by resource constraints.
- Faculty members are expected to view the design and delivery of multi-section courses as a collaborative effort and willingly contribute to coordination efforts for multi-section courses. Such coordination efforts might include covering jointly determined content, participating in common assessment techniques, and using jointly determined educational materials in multi-section courses. Faculty members are expected to fully embrace the College's Assurance of Learning (AOL) policies and procedures and support those that pertain directly or indirectly to their teaching assignments.
- Faculty members are expected to generate an acceptable pattern of student evaluations of teaching. Although it is impossible to specify completely what constitutes an acceptable pattern of student evaluation, it is expected that:

- teaching evaluations are consistent with the College mean,
  - there are very few poor ( less than 3.0) teaching evaluations, and
  - there are at least some very good (4.5 or higher) teaching evaluations.
- Probationary faculty members are expected to improve their teaching as they gain experience, and, thus, longitudinal trends will be considered as patterns of student evaluation of teaching are interpreted.
- In evaluating teaching, consideration must be given to number of courses taught, class size, the nature of the course (e.g. required core or elective, online or face-to-face, undergraduate or graduate), the level of grading rigor, as well as other factors that might influence student evaluations.
- Other indicators of teaching effectiveness include:
    - offering independent study courses,
    - supervising theses, dissertations, honors projects, or special projects,
    - development of innovative teaching methods,
    - fostering student engagement,
    - successful development and teaching of new courses or curricula,
    - successful development and implementation of new teaching tools and techniques, or
    - special recognition of teaching such as awards for teaching excellence.

## **Service**

In the context of promotion and tenure, service refers to service to the department, college, and university (internal service) as well as community service. Professional service is counted as research as noted above.

The most important activity for a new faculty member during the probationary period is to become engaged in the research and teaching agenda of the College. Probationary faculty members are encouraged to minimize their focus on service to focus on research and teaching. As a faculty member moves toward review for tenure, his or her service (internal and professional) contribution should increase.

- Faculty members are expected to participate regularly in department and College faculty meetings and other department and College activities.
- Prior to tenure review, probationary faculty members are expected to serve on at least one (1) College committee or taskforce per year and are expected to serve on department committees as needed.
- Faculty members are expected to be available for regular informal interactions with other department and College of Business members and graduate students (when appropriate).

- Service requirements for promotion to the rank of associate professor should be moderate. While service demands should not interfere with the research and teaching required for the attainment of promotion and tenure, assistant professors should demonstrate a willingness to serve.

The following are additional examples of the types of service activities that should count toward promotion to the rank of associate professor:

- Serving as faculty advisor to an active student club.
- Supporting student activities, such as clubs and events sponsored by student groups and organizations.
- Making presentations to other groups within the university.
- Service to the community.
- Student recruiting activities.

## Promotion to Professor

### Basic Criteria

As specified in the Lamar University Faculty Handbook, Section 12.1.3:

For promotion to the rank of professor, the minimum requirements are an earned doctoral degree from a regionally-accredited institution of higher education; six years of service as a full-time associate professor, including at least three years as a full-time associate professor at Lamar University; superior teaching effectiveness; recognized scholarly/creative production, research or professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader.

Beginning with the fall of the sixth year of full-time service (including any credit for prior service) at the rank of associate professor, a full-time faculty member may apply for promotion to the rank of professor. If the candidate is successful, his or her rank as professor would begin with fall of the next year of service.

Within the College of Business, candidates for promotion to professor are expected to have a terminal degree appropriate to the faculty member's teaching field and at least six years (including credit awarded toward tenure at the time of hire) as a full-time associate professor, including at least three years as a full-time associate professor at Lamar University.

As specified in Section 12.10 of the Lamar University Faculty Handbook, exceptions may be made with the prior written approval of the Dean of the College of Business and the Provost.

### Research

To qualify for promotion to professor, a faculty member must, at a minimum, satisfy **both** A. and B. below during the period subsequent to their appointment to the rank of associate professor.

A. At least 3 refereed journal articles and a minimum of 15 points according to the following:

- A\* – 8 points
- A – 6 points
- B – 4 points
- C – 2 points
- Listed only in Cabell's – 1 point

- B. A **minimum of 60 additional** points, **since achieving the rank of associate professor**, from the following lists of intellectual contributions and professional service related to research:

POINTS	INTELLECTUAL CONTRIBUTIONS
30	Externally funded research grant of more than \$250,000
20	Externally funded research grant over \$50,000 up to \$250,000
15	Externally funded research grant over \$25,000 up to \$50,000
10	Externally funded research grant over \$5,000 up to \$25,000
5	Externally funded research grant of less than \$5,000
5	University or College research grant
30	Publication (A*) from the ABDC or CM journal list
25	Publication (A) from the ABDC or CM journal list
20	Publication (B) from the ABDC or CM journal list
15	Publication © from the ABDC or CM journal list
10	Published refereed proceedings at a national or regional conference
10	Presentation of a paper, workshop, or panel session at an academic conference
10	Presentation of a paper, workshop, or panel session at an industry conference
15	Author (1 <sup>st</sup> or 2 <sup>nd</sup> ) on a textbook or scholarly book
10	Publication of a case in a refereed journal not on the ABDC or CM Journal List
10	Publication of software
10	Published refereed journal article not on the ABDC or CM journal list
5	Grants or contracts for equipment, service, etc.
5	Publication in a trade journal
5	Publication of a case in a textbook
5	Publication of a book chapter or monograph
5	Published book review
5	Research awards, honors, scholarships, and fellowships received
5	Author of a pedagogical textbook supplement

POINTS	PROFESSIONAL SERVICE RELATED TO RESEARCH
15	Officer or Board member of a national academic organization
15	Editor or Associate Editor of a A* or A ABDC or CM list journal
15	Editorial review board member of a A* or A ABDC or CM list journal
10	Officer or Board member of state or regional professional organization
10	Advisory Board for a research center



10	Program chair or co-chair at a national conference
10	Obtaining a discipline-based certification
10	Editor, Associate Editor, or Editorial Board for a B ABDC or CM list journal
5	Editor, Associate Editor, or Editorial Board for peer-reviewed journal not on the ABDC or CM list journal
5	Track chair at a national or regional conference
5	Program chair at a regional conference
5	Attendance at a national or regional academic conference
5	Reviewer for a national or regional conference
5	Ad Hoc reviewer for a journal or grant
5	External reviewer for P & T at another university
5	Reviewing academic textbooks
5	Participating in state and local research events
5	Serving on a dissertation committee

## Teaching

The evaluation for teaching follows the same requirements for tenure and promotion to associate professor as detailed above.

## Service

A significantly higher standard of internal service is required for promotion to the rank of professor and a “demonstrated performance as a leader”.

The following are examples of service activities expected of applicants to the rank of professor:

- Creating and implementing an important initiative.
- Managing a project or program.
- Chairing department, College, or University committees.
- Serving on active, high visibility department, College or University committees.
- Serving as faculty advisor to an active student club or event.
- Active membership in prestigious organizations that enhance the reputation of the College of Business.
- Playing a leadership role in activities external to Lamar University that enhance the reputation of the College of Business and further the mission of Lamar University.
- Consulting activities in one’s area of professional expertise.
- Participating in recruiting activities.
- Organizing College of Business seminars.
- Making presentations to other groups within the university.
- Service to the community.

The faculty must submit a dossier that demonstrates excellence in both teaching and service activities, and supports the promotion to Professor.

**The promotion and tenure policy outlined in this document will be effective for faculty hired for Fall 2024 or after for tenure and promotion to associate professor. The promotion policy outlined in this document for promotion to professor will be effective Fall 2024.**