

**Computer Science
Guideline for Tenure and Promotion
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01 POLICY STATEMENT

Recognizing that faculty members are the cornerstone of a quality academic department, the Department of Computer Science seeks to recruit, retain, and reward faculty in Computer Science who strive for and demonstrate excellence in teaching, research, and service. The following procedure contributes to the fulfillment of this policy.

This document states the expectations and requirements for the awarding of tenure and promotion in the Department of Computer Science. In addition, the document describes the procedures and processes in awarding tenure and promotion. This document is meant to complement policies, expectations, and procedures related to tenure and promotion contained in the latest editions or versions of

- The Texas State University System Rules and Regulations
- The Academic Affairs Policy and Procedure Statement on Tenure and Promotion Review, AA/PPS 04.02.20
- The College of Science and Engineering Guidelines for Tenure and Promotion, COSE/PPS 1.01

Candidates for tenure or promotion, as well as members of the department Personnel Committee and the department Chair, must understand that tenure and promotion decisions are based on judgments. This document is designed to establish a basis on which informed judgments may be made and to assure that tenure and promotion are granted based on clearly documented evidence of high-quality teaching, sustained peer-reviewed scholarly/creative activities, external funding activities, and service. In addition, for those fields where applicable, patents and/or commercialization of research will be considered.

The department evaluates each applicant for tenure and promotion in three aspects:

1. Scholarly activities: the applicant will have established an active, independent, and productive research program that involves students.
2. Teaching: the applicant will have demonstrated effective teaching.
3. Service: the applicant will have demonstrated collegiality and appropriate academic and professional service.

02 ELIGIBILITY FOR TENURE AND PROMOTION

Eligibility refers to the minimum number of years of service within a rank before a faculty member can be considered for tenure and/or promotion. There are five cases of eligibility:

1. Eligibility of an assistant professor to be awarded tenure and promotion to the rank of associate professor
2. Eligibility of a non-tenured associate professor to be awarded tenure
3. Eligibility of a non-tenured associate professor to be awarded tenure and promotion to the rank of professor
4. Eligibility of a tenured associate professor to be awarded promotion to the rank of professor
5. Eligibility of a non-tenured professor to be awarded tenure

The Department of Computer Science follows and complies with the eligibility requirements stated in the aforementioned college/university/regent documents.

03 CRITERIA FOR TENURE AND PROMOTION

03.01 The Awarding of Tenure and Promotion to Associate Professor

According to AA/PPS 04.02.20 (Section 03.01) a tenure-track assistant professor must apply for tenure and promotion to the rank of associate professor at the end of the probation period. The criteria stated in this section apply to the case where an assistant professor applies for both tenure and promotion to the rank of associate professor and to the case where a non-tenured associate professor applies for tenure but not promotion to professor.

The department recognizes that the number of peer-reviewed papers may vary depending on the field and quality of journal and publication venues. The Personnel Committee and the Chair of the Department of Computer Science exercise their professional judgment when evaluating the publication quality and quantity for the applicant. The typical expectation is ten peer-reviewed research articles accepted for publication, including four in journals. The applicant's scholarly activities are evaluated by the following criteria. In no case will promotion or tenure be recommended without:

- Peer-reviewed research articles published in journals of recognized quality during the period of evaluation;
- peer-reviewed research articles published in conferences of recognized quality during the period of evaluation; and
- external funding activities. This includes the amount, number and scope of research grant and contract proposals funded during the evaluation period.

Consideration is also given to:

- Other evidence such as patents; internal funding; research gifts; pending external funding proposals with potential to continue supporting program activity; research articles in press, under review, and in preparation based on work conducted during the period of evaluation; research collaboration with other disciplines and external organizations; the supervision of student research; participation in research groups.
- Other relevant activities clearly documented by the applicant

The applicant's teaching is evaluated on:

- Student evaluation of classroom instruction
- Peer evaluation by members of the department's Personnel Committee and by the Chair of the department, including observation of classroom instruction

Consideration is also given to:

- Recommendations from former students
- Receipt of teaching awards
- Acquisition of funding to enhance teaching activities
- Supervision of students in independent study courses and theses
- Authoring or editing of educational materials
- Other relevant activities clearly documented by the applicant

Classroom performance must be judged acceptable for a positive recommendation to be made, but even exceptional performance in the classroom is insufficient without other factors as listed above that contribute to good teaching.

The applicant's service is evaluated on:

- Active participation in and contribution to committees and other service at the department, college or university
- Active participation in and contribution to committees and other professional service
- Collegiality that contributes to the positive functioning of the department

Consideration is also given to:

- Discipline-related community service
- Student advising
- Other relevant activities clearly documented by the applicant

03.02 Promotion to Professor

An applicant for promotion to professorship should meet all criteria stated in section 03.01 above. Applicants for promotion to the rank of professor should have demonstrated national and international visibility within their discipline. In addition, applicants for the rank of professor should have demonstrated leadership within the department, college, university, professional field, and/or government agencies. The requirement in this section also applies to the case where a non-tenured professor applies for tenure.

National reputation in the applicant's discipline may be evidenced by:

- Acquiring significant external research funding
- Supervising graduate students who successfully compete in national applicant pools for professional positions or entrance into advanced study
- Receiving best paper awards for papers published in journals or conference proceedings
- Receiving national and international research awards
- Accruing extensive citation of work nationally and internationally
- Editing or authoring books in the applicant's area of expertise with national or international readership
- Authoring book reviews and book chapters
- Serving as:
 - An editor or member of editorial boards of national or international journals
 - A plenary or keynote speaker at national or international conferences related to the applicant's research program at Texas State
 - A member on national or international advisory committees related to the applicant's research program at Texas State
 - A member on national or international review panels

Demonstrated leadership may be evidenced by:

- Chairing departmental, college, or university committees
- Holding an elected or appointed office in a professional society related to the applicant's research program at Texas State
- Holding an appointed position, either full- or part-time, in an external organization while on leave from Texas State
- Editing conference proceedings, chairing or serving as a program committee member of a national- or international professional conference
- Chairing a national or international advisory committee

- Serving as an editor of a national or international academic journal or magazine

04 RESPONSIBILITIES

04.01

The department Personnel Committee and the department Chair are responsible for developing and making available to all faculty members a copy of the department Guideline for Tenure and Promotion. The Chair should also make a copy of the relevant college/university/regent documents pertaining to tenure and promotion available to each faculty member. The Chair is responsible for notifying individual faculty members of their eligibility for tenure and/or promotion. The Personnel Committee and the Chair are responsible for updating the department Guideline for Tenure and Promotion. The Chair is responsible for obtaining appropriate administrative approval of the department Guideline for Tenure and Promotion.

04.02

Each applicant for tenure and/or promotion is responsible for understanding the tenure and promotion policies of the department, college, university, and the regents. It is the responsibility of each applicant to strictly observe the deadlines stated in those documents. Applicants must clearly document their activities in research, teaching, and services and organize the documents in a format required by the various policies.

05 REQUIRED DOCUMENTS

COSE/PPS 1.01 clearly identifies the documents required by the college for tenure and promotion. Applicants should follow that document in preparing tenure and promotion material. In addition to the required documents stated in COSE/PPS 1.01, each applicant may provide information that clarifies the quality of peer-reviewed publications. Such information may include composition of the editorial boards of journals and the program committee of academic conferences, acceptance ratio and sponsorship of academic conferences, citation statistics of peer-reviewed articles, a list of well-known researchers who attended and published in the same conference proceedings, and any other information that the Personnel Committee and the Chair accept.

06 PROCEDURES AND PROCESSES

06.01 Timeline

AA/PPS 04.02.20 (Section 07.01) clearly specifies the university timeline for the tenure and promotion process. The timeline specified in this departmental document is intended to supplement the university timeline and ensure ample time for the department to observe the university timeline.

June 1	Applicants (1) notify the department Chair in writing of their intention to apply for tenure and/or promotion; (2) provide to the Chair a list of four to six external references (as deemed appropriate by the college Dean's office); and (3) provide material for external reviewers, as specified in COSE/PPS 1.01. Applicants who fail to take these three actions by June 1 will not be considered for tenure and/or promotion in the current cycle
December 1	The Chair informs each applicant of the Chair's recommendation and recommendation of the Personnel Committee

06.02 Department Actions

The Personnel Committee and the Chair, respectively, will make their recommendations for tenure and/or promotion before November 15. The recommendation for a tenure and/or for a promotion application will be either "recommended" or "not recommended".

- For an application by an assistant professor for tenure and promotion, or an application for tenure, the entire Personnel Committee will vote
- For an application for promotion to full professor, the members of the Personnel Committee who hold the rank of professor will vote

The vote from the department Chair is independent of the vote of the Personnel Committee.

According to AA/PPS 04.02.20 and COSE/PPS 1.01, the department will forward an application to the college if either the Personnel Committee or the Chair votes "recommended." The department will not forward an application to the college if both the Personnel Committee and the Chair vote "not recommended."

06.03 Appeal

Applicants who are not recommended for tenure and/or promotion by the department Personnel Committee and the Chair may follow the appeal procedure stated in AA/PPS 04.02.20 (Section 08.01).