



THE UNIVERSITY OF TEXAS AT EL PASO
OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

FACULTY TENURE AND PROMOTION OUTLINE AND SUGGESTED QUALITY INDICATORS

The purpose of this document is to provide a general outline of what is typically included in a tenure and promotion packet. The document is **not** intended to replace existing departmental/program or college guidelines, or to mandate a particular format. Consult with your Chair or Program Director¹ regarding specific departmental/program and college guidelines.

Refer to the [Handbook of Operating Procedures](#), Section 4.4, *Appointment, Promotion, Tenure, and Termination*. Criteria and standards for teaching can be found in Sections 4.4.6.1.3 and 4.4.6.1.4. For research, scholarship, and creative activity, refer to 4.4.6.1.6. Appendix A presents suggested quality indicators.

GENERAL DOCUMENTS

- A. Curriculum vitae
- B. A summary of accomplishment, no more than three pages in length, of the faculty member's teaching; research, scholarship, and creative activities; and service. Your statement on research, scholarship, and creative activities should explain the motivation for your work, its products, and its significance. The section on teaching should include a summary of student evaluations and peer observations of teaching.
- C. Faculty evaluation summaries for the previous 5 years

TEACHING PORTFOLIO

- A. Teaching Workload
Teaching workload information, including level, course number, name, and class size
Evidence of curriculum development (link to syllabi, learning outcomes, and course materials)
- B. Professional reflection
Examples:
Professional development in teaching (workshops and seminars presented and attended)
Evidence of supervision of co-curricular activities
- B. Evidence from students
Examples:
Student evaluations
Theses, dissertations, creative works supervised
Articles co-authored with students
Honors and awards to supervised students
Career achievements of mentored students
Community and/or school-based projects guided and produced in connection with courses
- C. Evidence from peers
Examples:
Letters from peers who have observed classes or reviewed course materials
Honors or awards for teaching excellence
Extramural funds awarded for instructional innovation, facilities, and student support

¹ Faculty from the School of Nursing should consult with the Dean.

RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

- A. Evidence of success in research, publication, and creative activities with consideration of scholarship as defined by Boyer (scholarship of discovery, integration, application, and teaching and learning). The HoOP § 4.4.5.5.2 requires that the evidence includes copies of all publications and copies of any relevant unpublished works, e.g., grant applications, preprints, technical reports, or presentations at meetings.

Examples:

Books and monographs

Articles in refereed scholarly books, journals, and other scholarly publications

Products

Book reviews

Papers presented at scholarly meetings

Creative activities, shows, performances, and audio/video recordings (creative activities may include such things as performing, producing, directing, devising, writing, curating, and designing)

- B. Evidence of success in securing extramural funding to support research or creative activities
- C. Evidence of local, regional, national, or international community-engaged research; refer to examples under A
- D. Research-based partnerships with organizations or schools
- E. Letters from collaborators that describe the contributions and value of the collaboration

SERVICE

- A. Evidence of service to the university

Examples:

Service to the University through committees, projects, or special assignments

Student advising

Faculty or staff mentoring

- B. Evidence of service to community, regional, national, or international organization and/or schools

Examples:

Service on boards

Professional consulting

Letters from professionals, K-12 faculty, or organizational leaders about project development

Honors or awards for mentorship

Editorship and service on editorial boards

APPENDIX A: SUGGESTED QUALITY INDICATORS

The information presented here provides guidance regarding quality indicators. Faculty must consult with their chairs or program directors concerning the indicators used by the department or program.

Refereed Journals

- Published or clear documentation of acceptance for publication
- Reputation of external reviewers, acceptance rates, journal impact factors, and affiliations with organizations of international or national prestige
- Confirmation that journal uses a peer-reviewed process
- Article represents original research conducted by the candidate
- Clear documentation about contribution in multi-author articles
- Alignment with candidate's focus area(s)

Books and Book Chapters

- Published or clear documentation of acceptance for publication
- Published by a recognized academic or commercial press
- Based on original research conducted by the candidate
- Makes a scholarly contribution to the candidate's discipline
- Alignment with candidate's focus area(s)

Conferences and Meetings

- The paper is accepted through a competitive or refereed process or the candidate was invited to make the presentation.
- The meeting is held by an internationally or nationally recognized scholarly organization or an internationally or nationally recognized organization that produces a refereed journal.
- Conference and meetings are recognized in the discipline: acceptance rates, expertise of reviewers, and impact factors.

Creative Activities

- Creative presentation and/or creative activity at nationally and internationally recognized arts companies, organizations, and festivals
- Reputation of organization, acceptance/selection rates of organization, and affiliation of the organization with unions and/or partnering organizations of national/international prestige
- Clear documentation about faculty's role and work on the project
- Curated performances
- Alignment with candidate's focus area(s)
- For university, local, or regional work: examples of community engaged and impactful creative work that connects meaningfully to the community

Research and Sponsored Projects

- Externally funded research is an indicator of engagement in significant research and recognition of research abilities by agencies and organizations outside of the college and university.
- Certain projects demonstrate significant involvement in outreach and service to the community.
- Expectation is that high quality research will lead to funded projects, and funded research will generate refereed publications as well as agency reports.