



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

The following guidelines were developed and have been ratified periodically by the faculty of the Department of Biology. This list is not intended to be all-inclusive but represents common activities by category. Successful applications for tenure and promotion generally have one or more entries in most categories. University requirements and expectations for tenure and promotion are stated in Lamar University MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty). This document does not supersede the MAPP. Instead, it is intended to guide faculty with more specific information pertaining to the department or discipline. 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 for Tenure and Promotion to Associate Professor

I. Degree Earned

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

II. 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. Consider student evaluations and adjust where appropriate for the benefit of the course. Maintain a good reputation among peers as a good teacher.
- F. Mentor theses and other graduate and undergraduate research.
- G. Other high-impact teaching practices.
- H. Teaching and mentoring in support of the Honors Program (petitions, Honors courses, special topic seminars, etc.).
- I. Curriculum development involvement (e.g. teaching methods, new courses, new programs).

III. Scholarly and Creative activities (in descending order of relative importance)

- A. Publication of original research in peer-reviewed journals. Relevant weighting factors include (in order of relative importance):
 - a. Impact factor of journal
 - b. Authorship contribution
 - c. Journal importance in the specific field
 - d. Student authorship/co-authorship

- B. Acquisition of funding. External sources are weighted higher than internal sources for the following in relative order of importance:
 - a. Research funding
 - b. Equipment funding
 - c. Workshop, institutes, special projects, or travel funding
- C. Other publications (in order of relative importance and with consideration of weighting factors listed under “A” as appropriate)
 - a. Final technical reports to external funding entities
 - b. Monograph, book chapters, and review articles by a reputable publisher. Note if peer-reviewed, invited, or other.
 - c. Original laboratory instructional materials, lab manuals, etc.
 - d. Original research papers in progress with promise of publication in peer-reviewed journals.
- D. Professional presentations
 - a. Research talks at professional societies. Relevant factors include:
 - i. Scale of conference impact (campus, state, regional, national to international)
 - ii. Invited speaker for plenary or other conference sessions
 - iii. Authorship contribution.
 - iv. Student authorship/co-authorship
 - v. Relative importance of meeting in one’s field of biology
 - b. Other invited talks
 - i. Colloquia at other academic institutions
 - ii. Lamar campus colloquia
 - iii. Talks for community groups or organizations

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

- A. Participation in activities that affect the profession, academic programs or processes, and/or faculty, campus, or community life including (in order of relative importance):
 - a. University committees and councils (elected)
 - b. University related committees and advisory boards (appointed)
 - c. College committees
 - d. Directorship of program
 - e. Departmental committees and assignments
 - f. Serve as university liaison to other institutions, area public schools, or community or governmental organizations
 - g. Recruiting and other department, college, or university activities
- B. Other activities contributing to achieving a reputation of respect in one’s field of expertise, such as, but not limited to:
 - a. Board member or officer of a professional organization of international, national, or regional importance
 - b. Chairman (or discussant) on a panel of professional organizations
 - c. Reviewer for books or journals
 - d. Off-campus speaking or consultation

- C. Advising and student support
 - a. Participate in academic advising
 - b. Maintain updated information on academic and course requirements, employment opportunities, and other changes in one's area in support of student advisement and mentoring.
 - c. Sponsor and assist student organizations (Academic/Professional organizations weighted more)
 - d. Participate in student success events and activities.

Requirements for Promotion to Professor

1. twelve years of creditable experience.
2. six years of service as a full-time associate professor and at least three years as a full-time Associate Professor at Lamar University.

Guidelines for Promotion to Professor

In general, the successful candidate will have demonstrated sustained, high-quality performance in all three mission areas, teaching, research, and service. Activities leading to promotion to Professor might include:

Teaching Proficiency and Mentorship

1. Demonstration of sustained effective teaching as an associate professor.
2. Demonstration of successive teaching improvement as an associate professor, including the adoption of new instructional content, teaching methods, pedagogies, and professional development clearly resulting in improved teaching effectiveness.
3. Demonstrated leadership in the improvement of teaching effectiveness including:
 - a. mentorship of new faculty and/or students in teaching.
 - b. course and course material development beyond the first promotion.
 - c. participation in the assessment of teaching effectiveness.

Scholarly and Creative activities

4. Scholarly production as an associate professor that constitutes a serious and significant contribution to the relevant discipline. Demonstration of continued high-quality creative activity might include:
 - a. continued publication in high-impact peer-reviewed journals.
 - b. collaboration and mentorship of new faculty in research.
 - c. coordination of collaborative grant writing efforts (lead PI or co-lead PI), workshops, and research projects.
 - d. first authorship and/or co-authorship with students.

Service

5. Participation in service-related activities which may include:
 - a. increased participation on College and University committees.
 - b. increased committee leadership roles in university and professional organizations.
 - c. organization/coordination of discipline, university-related, and/or community events.
 - d. leadership and initiative within discipline (e.g. society officer, journal editor, associate editor, member of editorial board).
6. Evidence of regional, national, and international achievement.