

COLFA SERVICE GUIDELINES FOR TENURE AND PROMOTION

The review committee will consider faculty members' service records in assessing qualifications for advancement in rank, tenure, and post-tenure review. Service will be evaluated in three categories:

- Service to the University; including college, departmental, and program service
- Service to the candidate's/faculty member's academic discipline
- Service to the community beyond academia

In general, faculty members seeking promotion, tenure, and post-tenure review should present evidence of service to all three entities throughout the period of evaluation.

Service incorporates a variety of activities through which faculty utilize their skills and expertise to benefit the university, their academic disciplines, and (in the broadest sense of the word) their community, beyond teaching and scholarship/creative activity. Faculty seeking tenure should show a consistent record of service to each entity over the period of evaluation; faculty seeking promotion should show an increasing level of participation and responsibility (for example, leadership roles) in service activities to each entity over the period of evaluation. Faculty who serve in roles requiring a higher level of commitment and involvement than others should receive a higher level of service credit. For example, a faculty member serving as a university committee chair or committee officer or as a professional-association officer should receive credit for service at a higher level than those who serve as members.

Service to the University

University service involves and requires participation in the process of university governance and mission completion through various committee and special project assignments for the University, COLFA, and COLFA units, as well as other service contributions to Tarleton and the Texas A&M University System.

Service to the Academic Discipline/Profession

Service to the academic discipline/profession, by its very nature, enhances the university's image among members of respective academic disciplines as well as informing teaching and scholarship. Effective service requires involvement in state, regional, national, and/or international professional organizations in the discipline of appointment.

Service to the Community

Service to the community requires activities benefitting the local, state, regional, national, and/or international communities. Community service, by its very nature, enhances the university's image through its contributions to the improvement of the community beyond the academy. Although all types of service to the community are encouraged and respected as part of the faculty member's development, service relevant to the faculty member's academic discipline should be regarded as most appropriate to the promotion, tenure, and post-tenure review process.

Components of Service Effectiveness

It is critical to the promotion, tenure, and post-tenure review process that the candidate, department head, and peer faculty provide *clear and appropriate documentation* to support a candidate's service effectiveness. Documentation may take the form of letters, certificates, programs, registrations, newsletters, and media.

The examples listed below are not exclusive.

LEVEL ONE

- Chair of a standing university committee or committee member with substantial responsibility.
- Chair of an *ad hoc* university committee (including a search committee) or committee member with substantial responsibility.
- Chair, president, or officer of a state, regional, national, or international academic, civic, religious, political, or similar organization.
- Development/Coordination of events, contests, tournaments, training, etc. related to a state, regional, national, or international academic, civic, religious, political, or similar organization.
- Editorship of an academic journal related to the faculty member's appointment.
- Publisher of an academic journal related to the faculty member's appointment.
- Recognition of service excellence in the form of service awards and/or other special recognition of service.
- Major keynote address (audience over 100) related to academic discipline at state, national or international professional, civic or religious organization.
- Other service encompassing major responsibility.

LEVEL TWO

- Administration, directorship, supervision, coordination, etc., of student organizations.
- Delegate or representative for a local chapter to a convention or business meeting of a state, regional, national, or international organization or association related to the candidate's appointment.
- Delegate or representative for a local chapter to a convention or business meeting of a state, regional, national, or international civic, religious, political, or similar organization.
- Leadership duties with civic committees, task forces, self-studies, program reviews, training activities, organizations, agencies, ensembles, theaters, galleries, guilds, etc.
- Assisting with planning, development, or operations of events, contests, tournaments, training, etc. related to a state, regional, national, or international academic, civic, religious, political, or similar organization.
- Manuscript reviewer for peer-reviewed journals related to the faculty member's appointment.
- Panel chair or discussant at an academic conference related to the faculty member's appointment.
- Editor of a website or social media related to the faculty member's appointment.
- *Pro bono* advisor, consultant, or training provider for civic committees, task forces, organizations, agencies, ensembles, theaters, galleries, guilds, etc.
- Keynote address related to academic discipline at regional, system-wide or district professional, civic or religious event.
- Community presentations.
- Other service encompassing a middle range of responsibility.

LEVEL THREE

- Membership in a standing university committee.
- Membership in an *ad hoc* university committee including a search committee.
- Membership in a professional organization related to the faculty member's appointment.
- Attendance at a professional conference related to the faculty member's appointment.
- Active participation in a local, state, regional, national, or international civic, religious, political, or similar organization.
- Contributor to a website or social media related to the faculty member's appointment.

- Member of civic committees, task forces, organizations, agencies, ensembles, theaters, galleries, guilds, etc.
- Media interviews/articles on topics related to the faculty member's expertise, Tarleton entities, community activities, current events, etc.
- Recruitment, advising, mentoring, sponsorship, partnerships, alliances, etc.
- Fundraising, submission/receipt of grants, etc. for a local, state, regional, national, or international civic, religious, political, or similar organization.
- Local speaking engagement related to academic discipline at University, civic or religious organization.
- Community engagement via speaking opportunities at community events.
- Other service as recommended by the faculty member's department head in consultation with senior faculty and deemed appropriate by the COLFA Committee on Tenure and Academic Responsibility.

The committee will consider contracted or consulting activity as service if remuneration received is no more than minor honoraria or stipends for covering costs of expenses and participation. All contracted or consulting activity must comply with The Texas A&M University System policies < <http://www.tamus.edu/offices/policy/policies/> >.

Specifics Regarding Rank

Service expectations for various faculty ranks within the University appear in section IV ("Specifics Regarding Rank").

In addition to the requirements Tarleton State University has set (including time in current rank) for service, COLFA has established the following guidelines for promotion, tenure, and post-tenure review.

Promotion from Lecturer to Instructor

Service recommendations for promotion from lecturer to instructor are a minimum of two activities from Level Three or higher for the two most recent years prior to application for promotion.

Promotion from Instructor to Assistant Professor

Service recommendations for promotion to assistant professor include a minimum of three service activities from Level Three or higher and must include a minimum of one service activity from each of the following areas: the University, the discipline of appointment, and the community over the most recent three years prior to application for promotion.

Promotion from Assistant Professor to Associate Professor (with or without tenure)

Service expectations for promotion to associate professor include at least five different service activities since appointment as assistant professor. At least one service activity must be from Level Two or higher and service should include a minimum of one service activity: from each of the following areas: the University, discipline of appointment, and community.

Promotion from Associate Professor to Full Professor

Consideration for promotion to full professor should include at least five different service activities since promotion to associate professor. At least one service activity must be from Level One and there should be service from each of the following areas: the University, discipline of appointment, and community.

Post-Tenure Review

As part of the post-tenure review process, tenured faculty should show an on-going commitment to serving the University, their discipline, and their community. Tenured faculty must strive to demonstrate leadership and mentorship to the University, their discipline, and their community seeking service opportunities from Levels One and Two while demonstrating continuing, effective service at Level Three. At least two service activities from Level Three or higher are expected for each year of appointment as a tenured faculty member.

Please see grid/table below:

Service recommendations and expectations	Lecturer to Instructor	Instructor to Assistant Professor	Assistant Professor to Associate Professor (with or without tenure)		Associate Professor to Full Professor (since last promotion)
COLFA (Departments of Communication Studies, Criminal Justice, Social Sciences, English and Languages, and Social Work Program) and specific Fine Arts disciplines	Recommended: 2 service activities from Level 3 or higher for the two most recent years prior to application for promotion.	Recommended: 3 from service activities from Level 3 or higher over the most recent three years prior to application for promotion. Minimum of one service activity to the University, the discipline of appointment, and the community.	Expected: 5 different service activities since appointment as assistant professor. At least one service activity must be from Level Two or higher and service should include a minimum of one service activity to the University, discipline of appointment, and the community.	COLFA (Departments of Communication Studies, Criminal Justice, Social Sciences, English and Languages, and Social Work Program) and specific Fine Arts disciplines	Expected: 5 different service activities since promotion to associate professor. At least one service activity must be from Level One and there should be service to the University, discipline of appointment, and community.

**Post-tenure
(since last post
tenure review as
prescribed in the
Faculty
Handbook)**

Expected: 2
service activities
from Level Three
or higher are
expected for
each year of
appointment as a
tenured faculty
member.