**Department of Psychology**

**Guidelines for Tenure and Promotion**

[adopted: February 17, 2023]

The purpose of this document is to outline the expectations for the awarding of tenure and promotion in the Department of Psychology. This document is meant to complement policies, expectations, and procedures related to tenure and promotion contained in the latest editions or versions of the items listed below.

* The Texas State University System Rules and Regulations
* The Texas State University Faculty Handbook
* Academic Affairs Policy and Procedure Statement AA/PPS 04.02.20
* The College of Liberal Arts Tenure and Promotion Guidelines

**The Awarding of Tenure and Promotion to Associate Professor**

It is expected that an individual who meets the requirements for tenure will also meet the requirements for promotion to Associate Professor (AA/PPS 04.02.20, paragraph 03.02).

It is expected that, during the probationary period, applicants for tenure and promotion to Associate Professor will have achieved the following milestones.

1) They will have established an active, independent, and consistently productive research program involving undergraduate and/or graduate students at TX State.

* We define independent research as work that demonstrates intellectual independence from the applicant’s dissertation and postdoctoral advisors. These advisors may serve as co-authors on publications or collaborators on grant proposals, as long as the applicant generally serves as the publication’s primary author (typically the first author, but may be the last author in some disciplines) or as the grant’s PI. In the event that effort is not reflected in authorship order, some justification and/or explanation is necessary to clarify contributions to the manuscript.

2) They will have published at least 10 peer-reviewed, scholarly research articles (book chapters or books will also be considered) with at least 7 of these articles published since their start date at TX State. To ensure that this goal is met or exceeded, we recommend that applicants strive for a consistent publication rate of two articles per year during the probationary period.

* Articles under review or revision at the time of the applicant’s start date will count toward the required seven publications if TX State is listed as the applicant’s university affiliation at the time of publication.
* Articles that are accepted or in-press at the end of the applicant’s probationary period will count toward the required seven publications if documentation from the journal editor is provided or a DOI number.
* Applicants should provide information about each journal’s impact factor (IF). If the IF is unavailable for the journal, applicants may provide alternative metrics, such as the SCImago journal rank (SJR) or the journal’s rejection rate.
* Order of authorship will be considered as an additional review criterion. Applicants should take care to document any instances in which the last (rather than first) author is the primary author, as well any instances in which the applicant contributed equally and shared primary authorship with another author.
* Authorship of books may be weighted more heavily than one publication.

3) They will have made an earnest attempt to obtain external funding to support their research program, as evidenced by serving as PI or Co-PI on the submission of at least one large federal or foundation grant proposal since their start date at TX State.

* If the applicant serves as Co-PI on a proposal, their % time budgeted for the project and description of duties in a multiple PI plan, as well as the total number of Co-PIs listed for the project will be considered as additional review criteria.

4) They will have demonstrated excellence in teaching.

* Evaluation of teaching excellence will be multifactorial and will consider not only the applicant’s peer and student evaluations, but also the type, level and variety of courses taught, as well as the applicant’s willingness and ability to supervise undergraduate and graduate students within the department.
* Applicants should take care to note variations in their course loads or in the number of courses prepared, as well as trends in their evaluation results over time.

5) They will have contributed to academic and professional service activities related to their field.

* Applicants are expected to demonstrate collegiality and departmental citizenship, as well as service to the department, college, and/or university during their probationary period. Editorial activities in support of scientific activities outside of the university and department service (e.g., external reviews; editorial positions with journals; organizing local, regional, and international conferences; and reviewing grants) would also be considered service activities. Local contributions (i.e., to the community of San Marcos) will also be considered.

The applicant’s accomplishments during the probationary period will be evaluated developmentally in the context of their start-up package, assigned workload, and any additional factors as noted in the initial letter of appointment.

The likelihood of continued and consistent excellence and productivity, based on the above five criteria, will be a major consideration in the recommendation by the Personnel Committee and Chair of Psychology.

Gaps in research due to extenuating circumstances and decisions to toll the clock should be addressed in the research summary statement. The holistic evaluation will take into account these circumstances.

**Promotion to Professor**

It is expected that, since September 1 of the year in which they were promoted to Associate Professor, applicants for promotion to Professor will have achieved the following milestones.

1) They will have continued an active, independent, and consistently productive research program involving undergraduate and/or graduate students at TX State.

2) They will have published an average of one peer reviewed, scholarly research article (book chapters or books will also be considered) per year. This requirement is smaller than that of an aspiring Associate Professor due to the increased service load expected for tenured faculty.

* Articles under review or revision at the time of tenure and promotion to Associate Professor will count toward the required one publication per year if TX State is listed as the applicant’s university affiliation at the time of publication.
* Articles that are accepted or in-press at the time of application will count toward the required one publication per year if documentation from the journal editor is provided or a DOI number.
* Applicants should provide information about each journal’s impact factor (IF). If the IF is unavailable for the journal, applicants may provide alternative metrics, such as the SCImago journal rank (SJR) or the journal’s rejection rate.
* Order of authorship will be considered as an additional review criterion. Applicants should take care to document any instances in which the last (rather than first) author is the primary author, as well any instances in which the applicant contributed equally and shared primary authorship with another author.
* Authorship of books may be weighted more heavily than one publication.

3) They will have continued to make earnest attempts to obtain external funding to support their research program, as evidenced by serving as PI or Co-PI on the submission of at least one large federal or foundation grant proposal since their last promotion.

* If the applicant serves as Co-PI on a proposal, their % time budgeted for the project and description of duties in a multiple PI plan, as well as the total number of Co-PIs listed for the project will be considered as additional review criteria.

4) They will have established a national reputation in their discipline.

* Evidence of a national reputation may include (but is not limited to) citation rates, H-index, invitations to speak at national conferences, invitations to serve on external grant review committees, national awards, and/or comments from external reviewers, per the College of Liberal Arts Tenure and Promotion Policies.

5) They will have demonstrated continued excellence in teaching.

* Evaluation of teaching excellence will be multifactorial and will consider not only student evaluations, but also the type, level and variety of courses taught, and the applicant’s willingness and ability to supervise undergraduate and graduate students.
* Applicants should take care to note variations in their course loads or in the number of courses prepared, as well as trends in their evaluation results over time.

6) They will have demonstrated commitment to service related to their field within the department, college, university, professional societies, and/or government agencies.

* Applicants are expected to demonstrate collegiality and departmental citizenship, as well as completing service to the department, college, university, professional societies, and/or government agencies since their last promotion.

The applicant’s accomplishments since the last promotion will be evaluated holistically in the context of their assigned workload over that period.

The likelihood of continued and consistent excellence and productivity, based on the above six criteria, will be a major consideration in the recommendation by the Personnel Committee and Chair of Psychology.

Gaps in research due to extenuating circumstances should be addressed in the research summary statement. The holistic evaluation will take into account these circumstances.

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For all Assistant Professors hired before September 2023, and for all Associate Professors who were tenured and promoted before September 2023, the policy will be adjusted to legacy those individuals under the COLA Tenure and Promotion policy.