

Promotion Policy: Department of Psychology and Neuroscience
College of Arts & Sciences
Baylor University
(revised August, 2020)

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This document serves as a description of expectations regarding teaching, research, service, and interpersonal relationships for candidates for promotion to the rank of Professor in the Department of Psychology and Neuroscience.

Teaching: The candidate for promotion must have a record of *increasingly effective* teaching, both inside and outside of the classroom. This will be noted through:

- Peer and student course evaluations.
- Directing doctoral dissertations, and undergraduate research projects when appropriate, to completion.

Research: Each promotion candidate is expected to have established a record of scholarship in her or his field comparable to that of peers at R1 universities. She or he should be able to document that she or he has achieved a *national/international reputation* in her or his area of expertise. In particular:

- Candidates for promotion must have published research in peer-reviewed venues that exhibits quantity and quality commensurate with those of Professors in Departments of Psychology or Neuroscience at R1 universities without a medical school.
- Promotion candidates will have achieved external research funding commensurate with that of Professors in their subdisciplines in Departments of Psychology or Neuroscience at R1 universities without a medical school.

Service: Promotion candidates must be actively engaged in service to the department, the university, and the academic discipline. In addition, each candidate must be an active member of a faith community.

Interpersonal Relationships: Promotion candidates must display civil interpersonal relationships with students, colleagues, and other members of the university community. Candidates must also be supportive of Baylor's distinctive Christian mission.

University Policies and Procedures Governing Promotion: The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to promotion. Specific policies regarding the promotion process are governed by *BU-PP 702* <https://www.baylor.edu/content/services/document.php?id=42355>.

College of Arts & Sciences Policies and Procedures Governing Promotion: Beyond the university policies governing promotion in rank, the College of Arts and Sciences stipulates the following.

1. **External Letters:** At least five external evaluation letters will be provided for each promotion candidate, the majority of whom should be faculty at peer or aspirant universities. The external evaluators will be faculty holding the rank of Professor (or equivalent) at their institutions and should address the *research stature* of the candidate. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a recent collaborator or

mentor of the candidate. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate's work.

2. **Pre-promotion review:** Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in the department and a representative from the A&S Dean's office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors' evaluations to the candidate and the A&S Dean's office.

Appendix. Departmental Procedures

1. Candidates typically will be considered for promotion after 9 years at the rank of Associate Professor. Exceptional candidates may be considered earlier, but typically not before completing 6 years at the rank of Associate Professor.
2. The initial pre-promotion review should take place no more than 6 years following promotion to Associate Professor.
3. Candidates should notify the chair of their desire to be considered for promotion by January 15 (ahead of the University's deadline of February 15). The full timeline is listed in the university procedures.
4. The tenured full professors will meet by January 31 to consider the promotion request. A 2/3 majority of the faculty must vote to allow the candidate to be considered for promotion. A positive vote at this stage does assure a formal vote to support promotion, only a desire to secure additional information from the candidate and external reviewers.
5. External reviewers should be identified in two ways:
 - The candidate will generate a list of at least 9 potential external reviewers.
 - The chair and tenured full professors will identify potential reviewers without the candidate's input. The chair may solicit input from colleagues at Baylor and other institutions to assist in the identification process.

The chair will contact the potential reviewers, with the goal of securing at least 5 reviews, at least 2 of whom were identified independently from the candidate.

6. Candidates will compile materials similar to those in a tenure notebook, providing evidence of excellence in scholarship, funding, teaching, and service.
7. Once all materials have been collected, the tenured full professors will meet to discuss the candidate's promotion. The meeting will conclude with a vote by secret ballot, the aggregate outcome of which will be shared with the tenured full professors. Those faculty are encouraged to submit written evaluations to the chair, which the chair will incorporate in a summary letter. In cases of dissent, faculty may choose to submit their evaluation directly to the Dean and Provost.