



**Promotion Policy: Department of Biology  
College of Arts & Sciences  
Baylor University**

**April 23, 2021**

Revisions Approved by the Office of the Provost, June 8, 2022—James Bennighof

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 Biology.

**Teaching:** The individual should be recognized as an excellent teacher in both the formal setting of the graduate and undergraduate classroom and in the individual instruction of undergraduate and graduate students in research. Evidence of excellent teaching and mentoring may include:

- Directing multiple doctoral dissertations to matriculation with a substantial contribution to the graduate program.
- A history of offering courses that are at the forefront of topics, techniques, and content in their field.
- Participating in outreach events as scholars and experts for the public and wider academic community.
- Peer teaching evaluations sufficient to demonstrate continued progress in teaching skill and effectiveness.
- A record of student course evaluations.

**Research:** A promotion candidate is expected to have established a record of scholarship in her or his field recognized at both the national and international levels. Publication and granting levels should be comparable to those for peers in the candidate's subdiscipline at R1 universities who have recently received the rank of promotion from Associate Professor to Professor. In particular:

- Important achievements include publication in top-tier peer-reviewed journals. This includes publishing in either top-ranked broad journals or those journals considered to be premiere journals in the candidate's sub-discipline.
- The candidate should demonstrate a continuous and sustained level of publications and citations.
- External granting should be demonstrated as nearly continuous, from federal, state and local governmental, non-profit organizations, foundations, industry, or other sources relevant to the candidate's sub-discipline. Funding levels should be commensurate with amounts required to sustain expected research activity including support for research assistantships (graduate students), post-doctoral research assistants, and laboratory expenditures.



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- Other indicators of research success include activities such as appointment to grant review panels, election to office in professional societies, awards, invited lectures at national/international meetings, and other forms of peer recognition.
- The individual will have demonstrated successes in developing internal and external collaborations relevant to his or her field of research.

**Service:** Each candidate for promotion must be actively engaged in service to the department, the university, and as importantly, to the profession. As a senior faculty member, the individual will have acquired experience in the dynamics of both the opportunities and the constraints of the university, demonstrated supervision of project development involving peers, and shown engagement and inspiration for problem-solving at varying levels in the University.

**Interpersonal Relationships:** The candidate should display civil interpersonal relationships with students, colleagues, and other members of the university community. She or he should also be an active member of a local faith community, and 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 external evaluators will be faculty holding the rank of Professor at peer or aspirant *research universities*. These letters will 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 mentor or collaborator 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.