**Statement on Expectations for Promotion**

**George W. Truett Theological Seminary**

**Baylor University**

This document outlines the expectations for candidates seeking promotion to the rank of Professor in Baylor’s Truett Seminary. Candidates are evaluated in the areas of teaching, research, service, and interpersonal relationships.

**University Policies and Procedures Governing Promotion**

The Provost’s website includes a page devoted to promotion: <https://provost.web.baylor.edu/departmentalresources>.

This includes policies outlined in *BU-PP 702* (<https://provost.web.baylor.edu/sites/g/files/ecbvkj506/files/2022-05/Promotion%20Procedures%20final_6_2_2021.pdf>), as well as procedures outlined by the provost’s office (<https://www.baylor.edu/risk/doc.php/339343.pdf>).

From Baylor’s policy for Promotion to Full Professor

* “Each academic unit provides guidelines, approved by the Office of the Provost, that define the level of excellence appropriate for promotion to this rank within the respective discipline(s).”
* “An important criterion for promotion to Professor is a body of work that has earned national and/or international distinction in scholarship or creative work that has contributed significantly to the candidate’s professional profile in their field. The precise expectations vary among the departments within the University, but the common denominator is documented evidence of outstanding quality, productivity, leadership, and scholarly impact.”
* Note that four areas are evaluated. Excellent performance in all four areas must be demonstrated.
* Regarding exceptional cases: “…upon the recommendation of the Provost, the President may promote a faculty member to the rank of Professor without following this process, if such a decision serves the interests of the University.”

**Additional Policies and Procedures Governing Promotion at Truett**

Beyond the university policies governing promotion in rank, the Truett Seminary stipulates the following.

1. *Pre-promotion review:* Faculty who wish to be considered for promotion must submit a request in writing to the Associate Dean of Academic Affairs. The candidates will then be reviewed by the full Professors at Truett over the course of the next two years. As part of the review process, the candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research, service, and interpersonal relationships. Following the review, the Associate Dean of Academic Affairs will provide a letter summarizing the Professors’ evaluations to the candidate and to the Dean’s office. Based on the feedback in this letter, the candidate can continue in the pre-promotion process or withdraw their request for promotion. After two annual pre-promotion reviews in a row, the candidate can request to be considered for promotion to full Professor in the following academic year.

The procedures for the prepromotion and promotion processes are as follows:

a. Year 1: September 1—Candidate notifies the Associate Dean for Academic Affairs of intent to begin the prepromotion process.

b. Year 1: Before December 1—Candidate meets with Professors for initial prepromotion review.

c. Year 2: Before December 1—Candidate meets with Professors for second prepromotion review.

d. Year 2: Before February 15—Pending approval of Professors, the promotion candidate must submit to the Associate Dean for Academic Affairs a letter of intent to seek promotion (per Baylor University Promotion Procedures 1.C.1.a).

 Additional expectations, and their associated timelines, are stipulated in the Baylor University Promotion Procedures document.

e. Year 3: Before December 1—Candidate meets with available Professors, the Associate Dean for Academic Affairs, and the Dean or the dean’s designee for the official review for promotion (per Baylor University Promotion Procedures 1.F.1.b).

 Additional expectations, and their associated timelines, are stipulated in the Baylor University Promotion Procedures document.

1. *External Letters:* At least four external evaluation letters will be provided for each promotion candidate. The external evaluators will be faculty holding the rank of Professor at peer or peer-aspirant research universities, or from theological seminaries if the reviewer is a recognized expert in the candidate’s field. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate’s publications. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a collaborator or mentor of the candidate. The candidates should recommend four names of potential external reviewers to the Associate Dean of Academic Affairs, and then faculty should also recommend four names of potential reviewers to the Associate Dean of Academic Affairs. Then the Associate Dean, in consultation with the Dean, will select at least two from each list of those recommended reviewers.

**Guidelines for Evaluation**

*Teaching:* The candidate for promotion must have a pattern of highly effective teaching and working with students outside the classroom. This can be demonstrated by the following items.

* Peer evaluations
* Student course evaluations
* A track record of serving as professor of record for students during their field-work (“Mentoring”), supervision of doctoral ministry projects, supervision of PhD projects, and/or serving on PhD examination committees
* Multiple years of earning “Noteworthy” or “Exceptional” in the area of teaching during the Annual Review

*Research:*Each candidate is expected to have achieved a record of scholarship in her or his field. The candidate should provide their *curriculum vitae*, published reviews of their work,and other related documents which demonstrate the following items have been accomplished.

* There should be multiple years of earning “Noteworthy” or “Exceptional” in the area of research during the Annual Review.
* Promotion candidates are expected to have established a record of scholarship in their field comparable to peers at R1 universities. Generally, it is expected that after tenure the candidate would produce at least one major book-length work based on original research, authored solely by the person requesting promotion, and published by a university press or a faculty approved trade press as well as three refereed articles in the leading journals in the candidate’s field.[[1]](#footnote-1) Book chapters and other equivalent scholarly activity can substitute for articles. Also, the quality of publications would be expected to increase, or at least not decrease, in terms of the presses and journals in which the candidate publishes her or his work.
* The candidate’s publications should be such that the candidate has achieved a national or even international reputation in their research area.
* It is expected that the candidate’s publications are complemented by regular scholarly engagement in the field through other activities including, but not limited to, conference presentations and service to professional societies.
* The candidate may seek external funding as appropriate to the discipline. Grants and external funding are evidence of the candidate’s recognition within the discipline. Grants or external funding that contribute to a candidate’s national and/or international profile will be highly valued, but not required, and recognized as the equivalent of at least one (1) peer-reviewed article.

*Service:* Each candidate for promotion must be actively engaged in service to the department, the university, and the wider community. Each candidate should be an active member of a Protestant church and should have a track-record of ministry in churches and/or other venues. Evidence of service can be provided on the candidate’s *Curriculum Vitae*, as well through other documents such as letters from ministry partners.

*Interpersonal Relationships:*The candidate should display civil interpersonal relationships with students, colleagues, and other members of the university community. The candidate should also demonstrate a commitment to Truett’s statement on a *Vision for* *Life Together*. The candidate should request letters of recommendation from two faculty members and two staff members, as evidence of the candidate’s success in interpersonal relationships.

1. If, at any point, a faculty member would like to meet with those who have the rank of full professor to discuss research trajectories and potential avenues for publication, they may make that request through the Office of the Associate Dean for Academic Affairs. [↑](#footnote-ref-1)