

## **CONRAD N. HILTON COLLEGE P & T GUIDELINES**

### **PROMOTION & TENURE COMMITTEE**

The Promotion and Tenure committee shall be comprised of all tenured faculty who have achieved the rank under consideration or higher. Faculty members who hold administrative positions are not eligible to vote on this committee. The chair will be elected by simple majority vote of the committee members and will serve a 3 year term. Consecutive terms can be served but a maximum of 2 consecutive terms may be served.

### **ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR**

#### **PROMOTION TO ASSOCIATE PROFESSOR**

Promotion to associate professor will typically be after six years of teaching. Credit for teaching at another institution may be granted at the time of appointment. Maximum credit for previous teaching will be three years. An assistant professor or an associate professor without tenure must teach at the University of Houston a minimum of three years before tenure will be granted. There is a provision for extremely talented individuals regarding early promotion. This requires that the candidate should have shown outstanding performance in the areas of teaching, research, and service. Tenure will not be awarded at the assistant professor rank. Candidates for promotion to associate professor and/or tenure must satisfy the college requirements and have attained national recognition.

#### **A. TEACHING AND STUDENT LEARNING**

Flexibility in evaluation of faculty must be the paramount concern if the college is to fulfill its goal of providing quality professional education in hospitality management. The College of Hotel and Restaurant Management recognizes classroom teaching as a major criterion for evaluation. The classroom teaching of HRM faculty will be evaluated by:

1. Evaluation of teaching:
  - a. Student evaluation: summary table of student evaluations with comparative data and any other teaching evaluation procedures. The committee will also examine (1) trends in student comments from the evaluations and (2) grade distributions.
  - b. Peer feedback: early in the tenure process, tenure-track assistant faculty will request a tenured faculty member to visit a class and provide feedback. The emphasis of the feedback is developmental and not evaluative.
2. Course and program development and/or revision.
3. Evidence of student learning.
4. Other evidence of the scholarship of teaching:

- a. List and describe any activity or tools used that demonstrated a pursuit of teaching excellence. Tenure-track assistant faculty are expected to actively use tools and engage in activities related to teaching excellence, such as: midterm student evaluations; completing a university-sponsored teaching seminar; focus groups with students.
- b. List the number of professional papers, theses, and dissertation committees and your role.
- c. Core values for teaching: Office hours & availability for students; timely communication.

## B. SCHOLARSHIP AND OTHER CREATIVE CONTRIBUTIONS

This highlights the minimum expectations for a faculty member to become tenured.

### 1. List work in the following order:

- a. Articles (refereed): Publish or have in press at least two articles in SSCI journals or other approved journals that represent excellence in your research area. These can be either sole or team authorship, but you must be first author in at least one article every two years. If your type of research is not generally published in SSCI journals, you must submit an explanation as to why your research is published in non-SSCI journals and be able to demonstrate that the journals are where top researchers in your area publish their research. Acceptance rates and journal impact scores play a strong role in the justification of alternatives to SSCI journals. Note, all faculty are expected to publish at least two articles in tier one journals by the time of tenure. We will consider the rankings of other discipline journals since we are an interdisciplinary field; however, the final decision is determined by our faculty. The committee is comprised of faculty members as well as ad hoc members of the College's administration. At the time of the tenure decision, you are expected to have a minimum of 10 publications with at least another 2 publications either under review or accepted. At least one publication should be sole author. These publications must be completed and cited since starting as an assistant professor at the College. Note, articles that are "in press" will count toward these tenure and promotion requirements. This expectation is the minimum to be considered for tenure.
- b. Books: Early in a faculty career, a faculty member is expected to focus on publishing research but as you progress in rank, you should begin seeking out opportunities to publish book chapters and books to further expand your national and international reputations. As you become known in your area, these opportunities will present themselves.
- c. Articles (not refereed): Articles such as newspapers and trade publications enhances your visibility with the industry and public. These publications should focus on your previous published refereed articles or your area of expertise. You are using these outlets as vehicles to further disseminate your research and enhance your reputation.
- d. Other publications: Publications that results in disseminating results of grants or tools for the industry to enhance your national and international visibility.

2. List funded grants and contracts and grants and contracts applications that you have submitted. All faculty are encouraged to submit grant proposals at all levels. Grants and funded projects should also lead to publications especially for those who are seeking promotion and tenure.
  - a. Submissions of internal or external grants with the amounts.
  - b. Grants or funded projects less than \$50,000.
  - c. Grants or funded projects in excess of \$50,000 or at least \$150,000 with a course buyout clause.
3. Other indicators of scholarly/creative contributions
  - a. Refereed presentations: A minimum of one (1) per year at a national or international conference.
  - b. Published courseware: Examples include case studies and simulations.
  - c. Citations: Listing the number of times that your publications are cited enhances your national and international publications. You are strongly encouraged to use Google Scholar's h-index.
  - d. Technical reports: If you are involved in writing technical reports, it should be a part of a research or grant project that should also lead to a publication.
  - e. Major work in progress: List projects and research that is currently under development as well as the percentage of completion.
  - f. Other

### C. SERVICE

Tenure-track faculty are expected to engage in service at the College level. Faculty are also encouraged to engage in service at the University level. The Tenure & Promotion Committee strongly advises that great care be exercised to ensure that service activities do NOT distract the faculty from meeting or exceeding teaching and research effectiveness.

Service can be broken into five categories: college, university, hospitality industry, community and other. Examples of each are described below. Faculty are expected to serve in a variety of ways, however, the expectation for service is that there will be progressive involvement in service as you mature. Please explain what you accomplished (i.e., productivity) with your service roles.

#### 1. College

Serve on a college committee.

Chair a college committee.

Serve as a student organization advisor.

Advise undergraduate students on UH related research (e.g. Honor thesis, PURS, SUFR, etc.)

#### 2. University

Serve on a university committee/subcommittee.

3. Hospitality Industry

Participate in ICHRIE, NRA, AH&LA, HFTP, NACE and/or other professional societies as more than just members. Become committee chairs and/or officers for local, state, national and international professional organizations.

4. Community/Public

a. The college often receives requests for assistance with multiple initiatives including serving as judges for competitions, representing the college at community functions or solving specific problems, which are usually referred to the faculty member with expertise in that area.

b. Speaking engagements for associations and other professional organizations.

c. Expert witness for the media and/or legal matters.

5. Other evidence of professional service

a. Faculty may also report other evidence of professional service.

b. Editorial work: You are encouraged to serve as editor and/or reviewers for top tier journals and conference

