

PAYNE COMMITTEE DRAFT

1. PREAMBLE

- 1.01 Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in the *Rules and Regulations* [http://www.shsu.edu/~pre_www/tsus/] of the Board of Regents, The Texas State University System. In any case of contradiction between this policy and the Board of Regents' *Rules and Regulations*, the Board of Regents' *Rules and Regulations* prevail.

2. GENERAL PROVISIONS

- 2.01 Tenure. Tenure is the most important decision a university makes with regard to its faculty and the quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University. It is not granted automatically or on the basis of seniority. Tenure is granted to faculty, after a rigorous probationary period, on the basis of meritorious performance in teaching, research, and service and demonstrated sustained excellence in teaching and research. It ensures academic freedom, and protects faculty from inappropriate retribution. It allows faculty to take a long-term approach to their work while still requiring faculty accountability. It assists in attracting and keeping excellent faculty and promotes the orderly induction of new faculty into our community of mature scholars.
- 2.02 Promotion. Promotion is granted as recognition of continuing quality performance increasing in level of expectation with each increase in academic rank. It also does not come automatically or with length of service. A faculty member normally establishes eligibility for consideration for promotion upon the completion at SHSU of five and one-half years in rank.
- 2.03 Only members of the faculty with the academic rank of Associate Professor or Professor may be granted tenure. Tenure and promotion in academic rank are

linked at Sam Houston State University. A faculty member cannot be promoted to the rank of Associate Professor or Professor without a concomitant award of tenure. Tenure may be granted at the time of appointment to an academic rank of Associate Professor or Professor, or tenure may be withheld pending satisfactory completion of a probationary period of faculty service.

3. THE ACADEMIC RANKS

- 3.01 Sam Houston State University shall utilize the following academic ranks for tenure-track and tenured faculty: Instructor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor. The terminal degree is required for all ranks except Instructor.
- 3.02 Sam Houston State University shall utilize the following academic rank designations for interim faculty: Affiliated Faculty, Adjunct Faculty, Lecturer-Pool, Lecturer-Special Faculty, Lecturer, Research Faculty, Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These academic rank designations shall not be assigned to faculty in tenure-track positions.

4. RANK STRUCTURE GUIDELINES

- 4.01 Terminology
- a. The term “special credentials” as used in this policy shall be defined to include the Master of Fine Arts, Bachelor of Laws, Doctor of Jurisprudence, and Master of Social Work degrees and the Certified Public Accountant credential, insofar as these credentials signify generally recognized levels of training, achievement, competence, and experience specifically applicable to particular academic fields.
 - b. For those professional librarians who occupy faculty-status positions, the term “special credentials” shall be defined to mean an accredited Master of Library Science degree and an additional graduate degree.
 - c. The term “terminal degree” as used in this document shall be defined as the highest academic degree customarily awarded in the field of study.

5. DEFINITIONS

- 5.01 Tenure Unit. Tenure is granted within an academic unit. The units that may grant tenure are: the College of Criminal Justice, the Newton Gresham Library, and departments/schools within other colleges.
- 5.02 Tenure Track Faculty. Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, Instructor, or any combination thereof, shall be counted toward fulfillment of a required probationary period related to the award of tenure. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period.
- 5.03 Prior Service Credit. At the discretion of Sam Houston State University, prior service at another university may be counted toward fulfillment of the required probationary period for tenure and promotion.
- 5.04 Maximum Probationary Service. The maximum period of probationary faculty service at Sam Houston State University in tenure track status in any academic rank or combination of the academic ranks of Instructor, Assistant Professor, Associate Professor or Professor shall not exceed six years of full-time academic service unless extension is granted. Not later than August 31st of the last academic year of the maximum probationary period in effect, a tenure track faculty member shall be given written notice that the subsequent academic year will be the terminal year of employment or that, beginning with the subsequent academic year, tenure will be granted.
- 5.05 Calculating Service. For purposes of calculating the period of probationary service, an "academic year" shall be the approximate nine-month period from September through May. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.
- 5.06 Non-tenured Faculty. All faculty appointments are subject to the approval of the Board of Regents, The Texas State University System. No nontenured member

of the faculty shall expect continued employment beyond the period of his or her current appointment as approved by the Board of Regents, The Texas State University System. Any commitment to employ a nontenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board of Regents, The Texas State University System.

- 5.07 Appointment. A person appointed to a faculty position with the rank of Instructor, Assistant Professor, Associate Professor, or Professor at Sam Houston State University may not, during the term of such appointment, hold a tenured or tenure-track position on the faculty of another educational institution. Appointments at Sam Houston State University to the above specified ranks shall be conditional upon the appointee having resigned any tenured position that the appointee may then hold on the faculty of another educational institution. The resignation must be effective prior to the effective date of the appointment at Sam Houston State University; otherwise, such appointment shall be void and of no effect. The acceptance of an appointment to a tenured or tenure-track position on the faculty of an educational institution outside Sam Houston State University shall be considered as a resignation of any faculty position with the rank of Instructor, Assistant Professor, Associate Professor, or Professor that such appointee may hold at Sam Houston State University.
- 5.08 Non-reappointment and Denial of Tenure. Written notice of a decision not to reappoint will be given to a tenure track faculty member no later than March 1st, of the first, or not later than December 15th, of the second, academic year of probationary service. After two or more academic years, written notice shall be given not later than August 31st that the subsequent academic year will be the terminal year of appointment. The notice required by this Section is not applicable where termination of employment is for good cause or for faculty members who are appointed on a term basis.
- 5.081 Reappointment and Award of Tenure. Reappointment of non-tenured members of the faculty to a succeeding academic year, or the award of tenure, shall be accomplished only upon the president's written recommendation and the Board's approval.

5.082 Each faculty member shall keep the president or his or her designee notified of their current mailing address.

6. CATEGORIES AND STANDARDS OF PERFORMANCE

6.01 In making recommendations for reappointment, tenure and/or promotion, the following categories and standards of performance are to be considered.

A. Categories of Performance

1. Teaching: This category includes, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; academic advising; and supervision of undergraduate and graduate students.
2. Scholarly and/or Creative Accomplishment: For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology, poetry, painting, musical performance, or composition, and sculpture.
3. Service: This category includes service to students, colleagues, department/school, college and the University; administrative and committee service; and service beyond the University to the profession, community, state and nation, including academic or professionally related public service.
4. Collegiality: Ability to function as an effective colleague in accomplishing the goals of the tenure unit and the University.
5. For special evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, "Tenets for Academic Status for Professional Librarians."

**DELETE THIS SECTION B AND REPLACE IT WITH REVISED
WORDING**

[B. Standards of Performance

1. Associate Professor: To be recommended for award of tenure and/or promotion, an applicant must clearly demonstrate that he or she meets *each* of the following standards of performance:
 - (a) Highly effective teaching accompanied by program support such as curriculum development, electronic instruction development, or thesis/dissertation supervision as appropriate for the discipline.
 - (b) A sustained program of research, creative activities and/or scholarly work that contributes to his or her field as judged by peer review.
 - (c) Service demonstrating peer-recognized contributions to the University, profession, or community as appropriate for the discipline.
 - (d) Collegiality: Ability to function as an effective colleague in accomplishing the goals of the tenure unit and the University.
2. Professor: To be recommended for promotion, an applicant must clearly demonstrate that he or she meets *each* of the following standards of performance:
 - (a) Record of sustained excellence in teaching.
 - (b) Sustained and substantial scholarly or creative work that contributes to the field and represents continuing accomplishment as judged by peer review.
 - (c) Service demonstrating peer-recognized leadership to the University, the profession, or the community as appropriate for the discipline.
 - (d) Collegiality. Ability to function as an effective colleague in accomplishing the goals of the tenure unit and the University.]

Suggested Revisions of Proposed Tenure and Promotions Policy –
Draft by the Standing Faculty Tenure Committee
February 2003

Rationale: The Standards of Performance in the proposed policy have been modified in order to clarify the expected levels of performance for the ranks of Associate and Full Professor. The degree of mentoring of probationary faculty varies significantly among departments and colleges on campus. The revisions proposed below provide the candidate with guidelines that will provide direction for career development, along with an understanding of the philosophical basis for advancement in rank.

6. Categories and Standards of Performance

6.01

B. Standards of Performance

To be recommended for an award of tenure and/or promotion, an applicant must exhibit a documented, sustained pattern of efforts to continually improve in professional competence and effectiveness in each of the above-mentioned categories of performance. (i.e. teaching, service, etc. mentioned in 6.01, A) In addition, the applicant should have a clearly developed, ongoing strategy for sustaining the life of the mind throughout his/her career.

1. Associate Professor:

- effective teaching and mentoring of students, as documented by student evaluations, peer and chair review, academic advisement, supervision of student research, or thesis/dissertation supervision, as appropriate for the discipline.
- sustained contribution to program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs.
- participation in professional development activities to update skills or to gain new expertise
- sustained pattern of peer-reviewed research, creative activities, or scholarly work that contributes to his or her discipline; evidence of growth in quality/significance of scholarly or creative contributions.
- sustained, documented service to the University, profession, or community, as appropriate for the discipline.
- demonstrated collegiality and effectiveness as a contributing member in accomplishing the

goals of the Department/College/University.

2. Professor

- sustained, effective teaching and mentoring of students, as documented by student evaluations, peer and chair review, academic advisement, supervision of student research, or thesis/dissertation supervision as appropriate for the discipline, since the last promotion.
- leadership in program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, participation in interdisciplinary programs, or mentoring of less experienced faculty.
- participation in professional development activities to update skills or to gain new expertise
- leadership in peer-reviewed research, grantsmanship, creative activities, or scholarly work that contributes to his or her discipline; evidence of growth in quality/significance of scholarly or creative contributions; sustained contribution to the intellectual culture of the university.
- sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline
- demonstrated collegiality and leadership in accomplishing the goals of the Department/College/University.

6.02 Faculty applicants for tenure and promotion are evaluated based on accomplishments for each of the four standards of performance. The weight given to each of the four standards may be determined by department/school and college tenure and promotion documents; however, greater weight shall be given to teaching and creative or scholarly activities than to service or collegiality.

6.03 All Faculty Review Committee recommendations for reappointment, tenure and/or promotion, or assessment of progress toward such shall be based on the above categories and standards.

6.04 Authority to approve reappointment, tenure, or promotion rests with the President, subject to the approval of the Board of Regents, The Texas State University System.

7. REVIEW TIMETABLE AND PROCEDURES

7.01 The individual faculty member is responsible for preparing and submitting all materials to be considered for promotion and tenure. The review process and the approximate annual timetable for the review procedure are as follows:

a. By September 15

The Vice President for Academic Affairs will notify each faculty member who is eligible for consideration for promotion and/or tenure. Departmental/School chairs and college deans will receive a list of all faculty members in their academic units who are eligible for promotion and/or tenure. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by the Vice President.

b. By October 15

Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio (see page ___) to the Chairperson of the Departmental Promotion and Tenure Advisory Committee (DPTAC).

c. By November 15

The Chairperson of the DPTAC will submit the recommendations of the committee to the Departmental or School Chair. Each Faculty Review Portfolio must be forwarded with a separate recommendation for or against promotion and/or tenure. The recommendation must include a tally of the vote of the committee in terms of numbers in votes in favor or against.

d. By December 15

The Departmental/School Chair will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the

Chairperson of the College Promotion and Tenure Advisory Committee (CPTAC). A separate recommendation letter must accompany each portfolio.

e. By February 1

The Chairperson of the CPTAC will submit the recommendations of the committee to the College Dean. Each Faculty Review Portfolio must be forwarded with a separate recommendation for or against promotion and/or tenure. The recommendation must include a tally of the vote of the committee in terms of numbers of votes in favor or against.

f. By March 1

The College Dean will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the Vice President for Academic Affairs.

g. By March 15

The Vice President for Academic Affairs will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the University President and notify the faculty members of his/her recommendation.

h. By April 1

The University President will send his recommendation to the Board of Regents for consideration.

i. Appeals? Faculty members who are denied promotion and/or tenure have the right to appeal. All appeals shall follow the established policies and procedures for faculty grievances (see Academic Policy Statement 820830). All appeals must be initiated by September 1 of the calendar year in which the denial of promotion and/or tenure occurred.

8. FACULTY REVIEW PORTFOLIO

- 8.01 For a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The Departmental/School Chair and College Dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.
- 8.02 For a faculty member to have an application considered for promotion and/or tenure, the Faculty Review Portfolio must contain a complete record of accomplishments that is organized under the following headings:
- a. Curriculum Vita including at least
 1. Academic Training
 2. Summary of Work Experience
 3. Scholarly and Creative Contributions
 4. Funded Grants [list external and institutional grants separately]
 5. Honors, Awards and Other Special Recognition
 - b. Significant Professional Service
 - c. Documentation of teaching performance utilizing summaries of student evaluations
 - d. Any further documentation which clarifies achievements in other sections or includes other material supporting promotion or tenure

(Note: Copies of publications and/or other materials mentioned in the Faculty Review Portfolio are not required when the portfolio is submitted. However, each candidate must be prepared to provide any committee or administrator involved in the promotion and tenure review process with any support documentation upon request.)

9. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)

- 9.01 The DPTAC shall be advisory and composed of the tenured faculty members appointed in the Department/School. Only tenured Professors may serve for the review of applicants for promotion to Professor. If the committee, when constituted in accordance with this policy, has fewer than three tenured members, the Dean shall appoint from related areas additional full professors from the College until there are at least five on the committee.
- 9.02 When the number of tenured faculty members in the department exceeds nine, the tenured faculty may petition that the Dean select a DPTAC of no fewer than five members of the tenured faculty to consider tenure and promotion cases.
- 9.03 The DPTAC shall limit its recommendations to faculty tenure of an untenured Associate Professor, promotion to Associate Professor with tenure, promotion to Professor or the initial appointment of a faculty member with Tenure. A record of the vote and any minority reports from DPTAC members shall be transmitted to the Department/School Chair by the DPTAC chair along with the DPTAC report and recommendations.

10. COLLEGE PROMOTION AND TENURE ADVISORY COMMITTEE (CPTAC)

- 10.01 The CPTAC, which shall be advisory to the Dean, and shall limit its advisory recommendations to faculty promotion to Associate Professor with tenure, or promotion to Professor. Only Professors on the CPTAC may consider applicants for promotion to Professor. If the committee, when constituted in accordance with this policy has fewer than three tenured Professors, the Dean shall appoint additional full professors until there are five on the committee.
- 10.02 A record of the vote and from CPTAC members shall be transmitted to the Dean by the CPTAC Chair along with the CPTAC report and recommendations.

11. ELIGIBILITY FOR COMMITTEE SERVICE

11.01 Department/School Chairs, Deans, and Vice Presidents are not eligible to serve on the CPTAC or DPTAC. Those serving in any one year are not eligible to serve again for a one-year time period.

12. **REVIEW OF TENURE TRACK FACULTY [DELETE APPOINTMENTS WITHOUT TENURE]**

12.01 Formative review of faculty is an on-going process. Faculty members in their first or second year of probationary service as an Instructor, Assistant Professor or untenured Associate Professor are reviewed by the Department/School Chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the Chair will notify the faculty member of his or her non reappointment.

DELETE THIS SECTION 12.02 AND REPLACE IT WITH THE REVISION

12.02 An extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the Department/School Chair. A summary report of the DPTAC's assessment and the Department/School Chair's review shall be in writing.

REVISION OF 12.02

12.02 An extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the Department/School Chair. The review should include an indication of the degree of consensus of the DPTAC regarding the probationer's progress toward tenure in the form of a preview vote. The general result (whether the majority vote was favorable or not favorable) should be reported to the probationer by the Chair. A written summary of the DPTAC's assessment and the Department/School Chair's review shall be kept in the probationer's tenure file.

12.03 If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and/or promotion to Assistant or Associate Professor in the third year of probationary service is judged to be inadequate, either the DPTAC or the Department/School Chair or both may make a recommendation

not to renew an appointment. The Chair shall make a decision and, if a faculty is not to be renewed, notify the faculty member in writing.

12.04 If the performance of the faculty member is judged to be satisfactory to continue in probationary status, the Dean and the Department/School Chair will discuss the results of the review with the faculty member, and provide him or her with a copy of the written reports.

12.05 At Sam Houston State University the title of Instructor denotes a tenure-track probationary appointment and is used to appoint a faculty member who is near completion but does not have the terminal degree in his or her area. The maximum period that may be served in the rank of Instructor is two years. Recommendations for promotion to Assistant Professor will be given at the earliest opportunity for consideration by the Board of Regents, The Texas State University System, when a faculty member serving in an Instructor position has completed all requirements for the terminal degree. Otherwise, during an Instructor's second year of service, the Department/School Chair shall notify the Instructor in writing not later than thirty (30) days prior to the end of the current academic year that the subsequent year will be the terminal academic year of appointment. Notice is not required where termination of employment is for good cause or program reduction or abandonment.

13. APPOINTMENTS OF PROFESSORS

13.01 Appointments to the rank of Professor may be with tenure except when the appointment is that of Visiting Professor, which is a non-tenure-track rank.

14. EXTENSION OF THE MAXIMUM PROBATIONARY PERIOD

14.01 Personal circumstances that may justify the extension include, but are not restricted to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the family member as a principal caregiver of a disabled, elderly or ill member of the family of the faculty member. It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.

- 14.02 The request for extension shall be limited to two academic years whether consecutive or nonconsecutive. Requests for extension of probationary period must be made three months in advance of the academic year or semester for which the extension is desired. Such extensions are not automatic.
- 14.03 The Department/School Chair will provide his or her recommendation to the Dean within five working days from receipt of the request.
- 14.04 The Dean will provide his or her recommendation to the Vice President for Academic Affairs within five working days from receipt of the Department/School Chair's recommendation.
- 14.05 The decision regarding the request shall be made by the Vice President for Academic Affairs within five working days from the date of receipt of the Dean's recommendation.
15. ALLOCATION OF MERIT SALARY