

SPRING 2003

THIS IS A DRAFT PROPOSAL FROM THE STANDING FACULTY TENURE COMMITTEE FOR REWRITING THE PAYNE COMMITTEE'S RECOMMENDATIONS ON CHANGING THE STANDARDS AND PROCEDURES FOR TENURE AND PROMOTION AT SHSU. THIS DRAFT PROPOSAL WAS DEVELOPED IN CONSULTATION WITH DR. PAYNE AS PART OF THE COMMITTEE'S GENERAL CHARGE TO MAKE RECOMMENDATIONS CONCERNING THE TENURE PROCESS.

THE COMMITTEE ASKS THAT ALL INTERESTED PARTIES SEND SUGGESTIONS FOR REVISIONS OR CORRECTIONS TO THIS DOCUMENT IN A TIMELY FASHION TO THE COMMITTEE CHAIR, DR. MARY EVELYN COLLINS, OR OTHER MEMBERS OF THE COMMITTEE.

THE RED INDICATES CHANGES FROM THE ORIGINAL TEXT, THE BLACK IS ORIGINAL TEXT WHICH HAS BEEN RETAINED, AND THE BLUE IS EXPLANATORY MATERIAL WHICH IS NOT PART OF THE PROPOSED ACADEMIC POLICY STATEMENT, BUT WHICH INDICATES SOME OF THE REASONING FOR PARTICULAR CHANGES.

IMPLEMENTATION PROVISIONS:

1. The provisions of this policy concerning tenure shall apply only to probationary faculty members with three or fewer years of full-time academic service recognized by Sam Houston State University at the time that this policy goes into effect.
2. Upon its adoption, the provisions of this policy concerning promotion shall apply immediately.
3. Since this policy statement replaces statement 900417 on tenure but only a part of statement 800722 on promotion and merit pay, statement 800722 must be amended accordingly.

EXPLANATION: THE IMPLEMENTATION PROVISIONS ARE NOT PART OF THE POLCIY STATEMENT ITSELF BUT DO ADDRESS ISSUES THAT NEED TO BE CONSIDERED IN MAKING SIGNIFICANT CHANGES TO ACADEMIC POLICY

STATEMENTS 900417 ON TENURE AND 800722 ON PROMOTIONS IN RANK
AND MERIT ADVANCES IN SALARY.

1. THE BOARD OF REGENTS [DELETE 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, which will be referred to as “the Board of Regents in the remainder of this document. In any case of contradiction between this policy and the Board of Regents’ *Rules and Regulations*, the Board of Regents’ *Rules and Regulations* prevails.

1.02 Exceptions to the policies and procedures set forth herein may be authorized only by the President of the University, as authorized by the Board of Regents or by action of the Board of Regents. [EXPLANATION: THIS CLAUSE IS IN POLICY STATEMENT 800722 ON PROMOTION AND MERIT ADVANCES, AND IT SEEMED APPROPRIATE TO PLACE IT HERE.]

SECTION 1.03 IS MOVED FROM 6.04 IN THE ORIGINAL AND
RENUMBERED TO MAKE IT CLEAR WHERE THE FINAL
AUTHORITY REGARDING TENURE RESTS.

1.03 Authority to approve reappointment, tenure, or promotion rests with the President, subject to the approval of the Board of Regents.

2. GENERAL PROVISIONS

2.01 Tenure. Tenure is the most important decision that 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. [DELETE 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 **sustained, high-quality performance, combined with efforts at continuous improvement.** [DELETE 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. **On occasion, truly outstanding faculty may be considered prior to this time.** Nominations for consideration for promotion shall be addressed to the Department Promotion and Tenure Advisory Committee (DPTAC) in any of three ways: (1) by the faculty member herself or himself, (2) by another faculty member, or (3) by the Department Chair. (Note: For composition of the DPTAC see Section 7 below and see Section 4.02 for a definition of the extended term “Department Chair” in this policy statement.)
- 2.03 Only members of the faculty with the academic rank of Associate Professor or Professor may be granted tenure. Tenure and promotion **from Assistant Professor to Associate Professor** [DELETE in academic rank] are linked at Sam Houston State University. A faculty member cannot be promoted to the rank of Associate Professor [DELETE 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 **initially** 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 **or**

special credentials are [DELETE is] required for all tenure-track ranks except Instructor.

3.02 Terminal Degrees and Special Credentials

- a. The term “special credentials” as used in this policy shall be defined to include [MOVE THESE TO SECTION 3.02c: the Master of Fine Arts, Bachelor of Laws, Doctor of Jurisprudence, and Master of Social Work degrees] the Certified Public Accountant license and other special credentials insofar as these [DELETE credentials] signify generally recognized levels of [DELETE 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. This term shall include the Master of Fine Arts, the Doctor of Jurisprudence, and the Master of Social Work degrees.

- 3.03 Sam Houston State University shall utilize the following academic rank designations for interim, non-tenure track faculty: Affiliated Faculty, Adjunct Faculty, Clinical Faculty, Lecturer-Pool Faculty, 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.

CHANGE HEADING FROM “RANK STRUCTURE GUIDELINES” TO “GENERAL PROCEDURAL GUIDELINES”

4. GENERAL PROCEDURAL GUIDELINES

DELETE SECTION 5.01 BELOW AND REPLACE WITH SECTION 4.01

- 5.01 **DELETE THE FOLLOWING** 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.]

EXPLANATION: THE LANGUAGE BELOW IS THE CORRESPONDING LANGUAGE OF OUR CURRENT ACADEMIC POLICY STATEMENT 900417. NOTE ESPECIALLY THE SENTENCE THAT IS UNDERLINED FOR EMPHASIS.

4.01 For purposes of tenure, the term “tenure unit” is defined as the faculty of a college which is not divided into smaller units, or of a department, or of an officially designated program or group of programs within a department, or of the Newton Gresham Library, who share in the obligations, rights, and protections of tenure within their discipline or disciplines. The designated tenure units, within the present administrative structure at Sam Houston State University, are the Newton Gresham Library and those listed below. This list may not be revised without the approval of the tenured faculty of the unit or units involved in the proposed revision.

College of Arts and Sciences

Art
Biology/Environmental Science
Chemistry
Computing Science
Dance
English
Foreign Languages (Spanish, German, French)
Geography
Geology
History
Journalism
Mathematics
Music
Photography

Physics
Political Science
Radio/Television
Sociology
Speech Communication
Theatre

College of Business Administration

Accounting
Economics and International Business
General Business and Finance
Management and Marketing

College of Criminal Justice

College of Education and Applied Science

Agricultural Sciences
Family and Consumer Sciences
Curriculum and Instruction
Educational Leadership and Counseling
Health and Kinesiology
Language, Literacy and Special Populations
Library Science
Philosophy
Psychology
Technology

4.02 For ease of reference in the remainder of this document, the term “Department” refers to each of the tenure units listed in section 4.01 above. Furthermore, the term “Department Chair” refers to the relevant administrative official, whether that be the Chair of the Department or School within which the tenure unit is located, the Director of the Newton Gresham Library, or the Associate Dean of Faculty in the College of Criminal Justice.

4.03 **Years of service as Tenure Track Probationary 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.

4.04 Calculating **years of 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.

4.05 Prior Service Credit. At the discretion of Sam Houston State University, prior service **of up to three years** at another university may be counted toward fulfillment of the required probationary period for tenure and promotion.

4.06 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 an 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.

EXPLANATION: SECTION 14 HAS BEEN MOVED HERE AND RENUMBERED AS SECTION 4.07 SINCE IT IS DIRECTLY GERMANE TO THE PRECEDING DESCRIPTION OF THE PROBATIONARY PERIOD

4.07 EXTENSION OF THE MAXIMUM PROBATIONARY PERIOD

4.071 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 demonstrate **sufficiently** why the request should be granted.

- 4.072 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.
- 4.073 The Department Chair will provide his or her recommendation to the Dean within five working days from receipt of the request.
- 4.074 The Dean will provide his or her recommendation to the Vice President for Academic Affairs within five working days from receipt of the Department Chair's recommendation.
- 4.075 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.
- 4.08 **Employment Continuance for Non-tenured Faculty.** All faculty appointments are subject to the approval of the Board of Regents. **The University's commitment to employ a probationary or nontenured faculty member is limited to the term specified in the faculty member's contract for that appointment period.** ~~[DELETE 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. ~~[DELETE, The Texas State University System.]~~
- 4.09 **No Conflicting Appointments.** 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's 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.

4.10 Written Notice of 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.

4.11 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 of Regents' approval.

4.12 All faculty members shall keep the President or his or her designee notified of their current mailing addresses.

EXPLANATION: SECTION 5 HAS BEEN RENUMBERED FROM THE ORIGINAL AND SECTION 5.01B HAS BEEN SIGNIFICANTLY CHANGED.

5. CATEGORIES AND STANDARDS OF PERFORMANCE

- 5.01 [~~delete “In making”~~] Recommendations for reappointment, tenure and/or promotion, ~~should consider~~ the following categories and standards of performance. [~~Delete~~ 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, ~~Program, 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: ~~This category addresses the faculty member’s 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 ON “STANDARDS OF PERFORMANCE”
AND REPLACE IT WITH THE NEW SECTION B INDICATED
BELOW.~~

~~DELETE~~ B. Standards of Performance

[DELETE SECTION 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.

[DELETE SECTION 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.]

EXPLANATION: The Standards of Performance in 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.

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 improve in professional competence and effectiveness in each of the categories of performance listed in Section 5.01 A. In addition, the applicant should have a clearly developed, ongoing strategy for sustaining the life of the mind throughout his or her career.

1. Associate Professor:

- effective teaching and mentoring of students, as documented by student evaluations and peer and chair review and/or by an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, 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 her or his 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 and peer and chair review and/or by an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, 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.

5.02 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 and College** tenure and promotion documents; however, greater weight shall be given to teaching and creative or scholarly activities than to service or collegiality.

5.03 All **[DELETE 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. FACULTY REVIEW PORTFOLIO [THIS SECTION IS RENUMBERED BUT OTHERWISE UNCHANGED EXCEPT FOR A SPELLING CORRECTION]

- 6.01 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.
- 6.02 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 Vitae 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 that 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.)

7. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE
(DPTAC) **SECTION 7 HAS BEEN RENUMBERED AND CHANGED
SIGNIFICANTLY**

- 7.01 The DPTAC shall be **an advisory body** composed **ordinarily** of **all of** the tenured faculty members appointed in the **tenure unit**. **[DELETE Department/School. And DELETE Only tenured Professors may serve for the review of applicants for promotion to Professor.]**

EXPLANATION: THE ORIGINAL FORMULATION WAS VAGUE ABOUT THE TERMS OF OFFICE OF THE DPTAC MEMBERS AND GAVE THE DEANS SOLE DISCRETIONARY POWER OF APPOINTMENT WITH NO INPUT FROM EITHER THE PERSON BEING CONSIDERED FOR TENURE/PROMOTION OR FROM THE DEPARTMENT CHAIR. HENCE WE PROPOSED THIS REPLACEMENT WHICH SPECIFIES THE TERM OF OFFICE OF MEMBERS OF THE DPTAC IN THE SPECIAL CIRCUMSTANCES OF SMALL TENURE UNITS AND WHICH REQUIRES INPUT FROM THOSE MOST DEEPLY AFFECTED BY PROMOTION AND TENURE DECISIONS.

- 7.02 [DELETE THIS STATEMENT: 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.]**

AND REPLACE WITH THIS: If the DPTAC, when constituted in accordance with this policy section 7.01 has fewer than three tenured members, then the Department Chair and either (a) the probationary faculty member or (b) the person to be considered for promotion shall submit to the Dean a list of three names of tenured faculty members from other tenure units who are qualified to serve on the DPTAC. The nominations should be accompanied by documentation of the nominees' relevant qualifications. The Dean shall appoint members from each list until there are at least three and no more than four members of the DPTAC. If the need arises to replace a member of the DPTAC, the Dean shall follow the same procedure.

7.03 With regard to the DPTAC formed as a result of 7.02, in the case of a probationary faculty member, the members of the DPTAC should be appointed to review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotions, the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

7.04 When the number of tenured faculty members in the tenure unit exceeds nine, the tenured faculty may [DELETE petition that the Dean] select a DPTAC of no fewer than five members of the tenured faculty to consider tenure and promotion cases. In this case, the terms of office and method of selection of DPTAC members shall be determined by the tenured faculty of the tenure unit.

7.05 The DPTAC shall limit its recommendations to [DELETE 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 Chair by the DPTAC Chair along with the DPTAC report and recommendations. In addition, the vote of the DPTAC concerning tenure for a faculty member shall be reported separately to the Standing Faculty Tenure Committee.

EXPLANATION: OUR CURRENT TENURE POLICY CONTAINS THIS LAST CLAUSE BECAUSE IT PROVIDES AN INDEPENDENT CHECK ON THE REPORTING OF THE RESULTS OF TENURE VOTES..

7.06 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 Chair. The review should include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The general result (whether the majority vote was favorable or not favorable) should be reported

to the probationer by the Department Chair. A written summary of the DPTAC's assessment and the Department Chair's review shall be kept in the probationer's tenure file.

EXPLANATION: WHILE THE ANNUAL REVIEWS SHOULD GIVE GUIDANCE ABOUT FAVORABLE OR UNFAVORABLE ASSESSMENTS OF THE PROBATIONARY FACULTY MEMBER'S PERFORMANCE, A "STRAW VOTE" GIVES A CONCRETE INDICATION OF HOW ALL OF THAT ASSESSMENT IS WEIGHED BY THE COMMITTEE MEMBERS. THIS IS A FEATURE OF OUR CURRENT POLICY THAT FAVORS COMMUNICATING CLEARLY TO PROBATIONARY FACULTY EXACTLY HOW WELL THEY ARE DOING.

EXPLANATION; THE SECTION BELOW HAS BEEN MOVED TO FOLLOW IMMEDIATELY THE SECTION CONCERNING THE DPTAC SINCE IT SPECIFIES THE PROCESSES INVOLVED IN THE REVIEW OF PROBATIONARY FACULTY.

DELETE "Appointments without Tenure" AND SUBSTITUTE THE HEADING 'REVIEW OF PROBATIONARY FACULTY' AND RENUMBER

8. REVIEW OF PROBATIONARY FACULTY

- 8.01 Formative review of faculty is an ongoing process. A faculty member in the first [DELETE or second year] year of probationary service as an Instructor, Assistant Professor, or untenured Associate Professor is 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.

[10.02 DELETE THIS SECTION SINCE IT IS COVERED IN SECTION 7.06 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 Chair. A summary report of the DPTAC's assessment and the Department Chair's review shall be in writing.]

8.02 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 [DELETE in the third year of probationary service] is judged to be inadequate, either the DPTAC or the Department Chair or both may make a recommendation to the Dean not to renew an appointment. The Dean [DELETE Chair] shall make a decision and, if a faculty member is not to be renewed, notify the faculty member in writing.

8.03 If the performance of the faculty member is judged to be satisfactory to continue in probationary status, [DELETE the Dean and] the Department Chair will discuss the results of the review with the faculty member and provide her or him with a copy of the written report.

8.04 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. In unusual circumstances, a petition for a one-year extension may be made by the probationary faculty member to the Vice President for Academic Affairs. Recommendations for promotion to Assistant Professor will be made 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.

9. COLLEGE PROMOTION AND TENURE ADVISORY COMMITTEE (CPTAC)

EXPLANATION: THE CPTAC AS ORIGINALLY PROPOSED PUTS THE FATE OF THE PROBATIONARY FACULTY MEMBER IN THE HANDS OF A COMMITTEE (A)

WHICH HAS NOT REVIEWED HIM/HER BEFORE AND (B) WHICH MAY BE TOTALLY IGNORANT OF HIS/HER DISCIPLINE. ALSO, (C) HOLDING THE PROBATIONARY FACULTY MEMBER HOSTAGE DOES NOT DIRECTLY ADDRESS THE CONCERNS ABOUT DISCREPANCIES BETWEEN TENURE UNITS THAT MOTIVATED THE CREATION OF THE CPTACS. FINALLY, (D) THE METHOD OF SELECTING THE MEMBERS OF SUCH AN "AUDITING" COMMITTEE NEEDED REFINEMENT.

SO DELETE THIS 10.01 AND 10.02

[DELETE 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.]

[DELETE 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.]

AND SUBSTITUTE THESE PARAGRAPHS

9.01 College Promotion and Tenure Committees (CPTACs) are needed to audit the tenure and promotion process as it takes place in the various colleges of the University, (a) to make sure that the tenure units/departments are following relevant unit, College and University policies and procedures related to tenure and promotions and (b) to address issues of possible discrepancies between similar units, for example, in the relative stringency or laxness of the units' tenure or promotion criteria.

9.02 Each CPTAC will be charged with conducting an annual examination of the records relating to how the tenure and promotion process in each of the tenure units/departments within that College has proceeded. These records will include the Faculty Review Portfolios and the recommendations of the DPTACs and Department Chairs. Each CPTAC will write a report to the Dean of the appropriate College and will also convey a copy of its report to the Vice President for Academic Affairs. The report will deal with the matters referenced in 9.01 (a) and (b) above and any other matters bearing on the tenure and promotion process within the College that the Dean

puts within the CPTAC's charge. However, a CPTAC will not be charged to make recommendations concerning the tenure status or promotion of individual faculty members.

9.03 Method of Appointment: The CPTAC committees will be appointed by the relevant Deans from multiple nominations of the tenured faculty submitted by Department Chairs and Program Coordinators within the College. The goal is to have a committee whose composition is broadly representative of the variety of tenure units within the College. The terms of service of the committee members will normally be the standard three years, unless there are some special circumstances that require longer or shorter term appointments. Furthermore, each Dean will solicit nominations from the Deans of the other Colleges for two members of each CPTAC who are to be from outside the College.

EXPLANATION: the point of paragraph 9.03 is to address two concerns: (1) the need to deal with the situation involving the College of Criminal Justice since it is just one tenure unit/department and (2) the need for a kind of monitoring mechanism analogous to a faculty member serving as a "dean's observer" or "outside representative" on a thesis committee to compare what is done in one college with what is done elsewhere. (3) Note also that this language is broad enough that it permits the formation of two or more such committees in large colleges, such as the College of Arts and Sciences, if the dean of the college so desires. (4) One final thought: the CPTACs should function in a way analogous to the University Standing Faculty Tenure Committee which audits aspects of the process but does not vote on recommending individual faculty members.

10. ELIGIBILITY FOR COMMITTEE SERVICE

- 10.01 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.~~

11. APPOINTMENTS OF PROFESSORS

- 11.01 **Special** 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.

EXPLANATION: THE SECTION 12 ON THE TIMETABLE IS MOVED HERE FOR EASE OF COMPREHENSION SINCE ITS PLACEMENT EARLIER DISRUPTS THE DESCRIPTION OF THE PROCESSES INVOLVED AT THE VARIOUS LEVELS OF REVIEW.

12. REVIEW TIMETABLE AND PROCEDURES

12.01 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 October 15**

The Vice President for Academic Affairs will notify each faculty member who is eligible for consideration for promotion and/or tenure. Department **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 January 31**

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

c. **By February 8**

The Chairperson of the DPTAC will submit the recommendations of the committee to the **Department 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. **This recommendation becomes part of the Faculty Review Portfolio.**

d. **By February 20**

The Department Chair will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the **DEAN** **[DELETE Chairperson of the College Promotion and Tenure Advisory Committee (CPTAC).]** A separate recommendation letter must accompany each portfolio. **This recommendation becomes part of the Faculty Review Portfolio.**

e. **By March 8**

After consulting the faculty review portfolios in the appropriate Dean's office, the College Promotion and Tenure Advisory Committees report to the appropriate Dean and the Vice President for Academic Affairs concerning the matters that the Committees are charged with as specified in Section 9 above.

e. **By March 15**

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

g. **By March 25**

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. **This recommendation becomes part of the Faculty Review Portfolio. At the same time, the Vice President will notify the faculty member under consideration for promotion and/or tenure of his or her recommendation.**

h. **By April 5**

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

13. APPEALS

13.01 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 **occurs**.

14. REVISIONS TO THIS POLICY

14.01 Substantive proposals for revisions to this policy shall be submitted to the Standing Faculty Tenure Committee, the University Faculty Senate, and the Academic Policy Council for review and comment prior to action by the Vice President for Academic Affairs.

[EXPLANATION: THIS ADAPTS LANGUAGE THAT IS ALREADY PRESENT IN POLICY STATEMENT 800722 AND ADDS THE STANDING FACULTY TENURE COMMITTEE TO THE FACULTY SENATE AND THE ACADEMIC POLICY COUNCIL AS BODIES TO BE CONSULTED.]