1. CATEGORIES AND STANDARDS OF PERFORMANCE

1.01 Recommendations for reappointment, tenure, and/or promotion shall consider the following categories and standards of performance listed.

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 Productivity: This category consists of peer reviewed journal articles, external grant funding, books, book chapters, and other appropriate forms of externally reviewed scholarly work.

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 professional in accomplishing the goals of the tenure unit and the University.

5. Meeting of the above criteria does not guarantee or confer an entitlement to tenure and/or promotion.

B. Standards of Performance

To be recommended for an award of tenure and/or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each of the categories of performance listed in Section 5.01a.
In addition, the applicant shall have a clearly developed, ongoing strategy for sustaining the life of the mind throughout his/her career.

1. Associate Professor:
   - sustained effective teaching and mentoring of students as documented by student evaluations and chair review and by an exemplary record of academic advisement, and/or supervision of student research or thesis/dissertation direction appropriate to 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- or externally-reviewed research, creative activities, or scholarly work that contributes to her/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, effectiveness, and integrity in commitment to and accomplishment of the mission and 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 by an exemplary record of academic advisement, and/or supervision of student research or thesis/dissertation direction, 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- or externally-reviewed research, grantsmanship,
creative activities, or scholarly work that contributes to his/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 leadership in collegiality, effectiveness, integrity, and professionalism in commitment to and accomplishment of the mission and goals of the department/college/university.

1.02 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards. Department- and college-specific requirements relating to these categories and standards must be approved by the Dean. Although these documents will be provided to the faculty member at the outset of employment in a tenure track position, it is the faculty member’s responsibility to remain current and familiar with these criteria.

2. FACULTY ELECTRONIC REVIEW PORTFOLIO

2.01 All tenure track faculty and tenured associate professors shall prepare an annual electronic Faculty Review Portfolio. The electronic Faculty Review Portfolio shall contain any information or materials that the individual deems pertinent for consideration. Faculty must be prepared to provide any committee or administrator involved in the promotion and tenure review process with supporting documentation for any items mentioned in the Electronic Review Portfolio, upon request.

2.02 The Faculty Review Portfolio must contain a complete, accurate, and truthful record of accomplishments that is organized under the following headings:

a. Curriculum vitae (each department may require a specific format in its respective procedure guideline)

b. Teaching (all IDEA scores are required to be included; each department may specify reporting format)

c. Scholarly and/or Creative Accomplishments (an electronic/digital copy of all scholarly works submitted as evidence for promotion and tenure must be included)

d. Service
e. Any further documentation that clarifies achievements in other sections or includes other material supporting promotion or tenure (i.e. evidence of collegiality)

2.03 Faculty are expected to maintain the highest level of standards and integrity and therefore, proven instances of academic fraud or dishonesty by faculty with regard to submitted material within the portfolio may be grounds for denial of tenure and/or promotion.

3. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)

3.01 The DPTAC is an advisory body composed of all of the tenured faculty members appointed in the tenure unit. The dean shall appoint the chair for this committee.

3.02 The DPTAC shall review the performance of each probationary faculty member annually beginning with the second year of employment and continuing until a final recommendation concerning tenure and promotion is made.

DPTAC shall review the performance of each tenured faculty member annually beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

3.03 The full DPTAC shall limit its recommendation to tenure decisions. Decisions about promotion shall be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. All votes by the committee shall be done by secret ballot. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator and to the Standing Faculty Tenure Committee.

3.04 In the spring semester of the faculty member’s third academic year of probationary service a preview vote shall be taken by the DPTAC regarding the probationer’s progress toward tenure. The general result (whether the majority vote was favorable or not favorable) shall be reported to the probationary faculty member by the department chair. A written summary of the DPTAC’s assessment, the result of the vote, and the department chair’s review shall be kept in the faculty member’s tenure file. A negative vote may result in a terminal contract being offered.

3.05 For non-tenured faculty, a negative vote or review may result in a terminal contract being offered.
4. POLICY IMPLEMENTATION AND REVISION

4.01 These criteria will be reviewed annually by the Department Chairs and Associate Deans in the College of Education. Recommendations for revisions will be forwarded to the Dean of the College for approval, with a final revision submitted to the Provost for approval.

4.02 Refer to the SHSU Academic Policy Statement 900417 to review this policy.

4.03 Upon its adoption, the provisions of this policy shall apply immediately.

APPROVED: __________________________
Stacey Edmonson, Dean

DATED: ___________ 1-23-18 ___________

APPROVED: __________________________
Richard Eglsaer, Provost

DATED: __________________________