

## **1. THE BOARD OF REGENTS**

1.1. Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in the Rules and Regulations of the Board of Regents, The Texas State University System, Chapter V. Section 4.2, which body will be referred to as "the Board of Regents" in the remainder of this document. The Board of Regents' Rules and Regulations will prevail in any case of contradiction with Sam Houston State University, hereafter referred to as "the University" policy.

1.2. Exceptions to the policies and procedures set forth herein may be authorized only by the President of the University.

1.3. Authority to recommend tenure, promotion, and reappointment rests with the President of the University and is subject to the approval of the Board of Regents.

## **2. GENERAL PROVISIONS**

### **2.1 Definition of Tenure.**

Tenure is the most important decision a university makes regarding its faculty, and the quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes an entitlement to continued employment as a member of the faculty at Sam Houston State University. It is not granted automatically or based on seniority. Tenure is granted to faculty, after a rigorous probationary period, based on meritorious performance in teaching, research, and service. The Tenure timeline is described in section 5.

"However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment" (see Texas State University System, Rules and Regulations, Chapter V, Subsection 4.21). Tenure 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 the community of mature scholars.

2.2. Promotion is granted from "assistant professor to associate professor" and "associate professor to professor," as recognition of sustained, high-quality performance. A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure. The Timeline for promotion is described in section 7.

2.3. Discretionary Nature of Promotion. "The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor, and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the

level of a property interest; and, the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. (See Texas State University System, Rules and Regulations, Chapter V, Subsection 4.31)

2.4 Tenure-track academic ranks referred to in this policy include: assistant professor, associate professor, and professor. Terminal degrees and/or special credentials are required for tenure-track ranks. "Terminal degree" is defined as the highest academic degree customarily awarded in the field of study. "Special credentials" are defined as generally recognized levels of achievement, competence, licensure, and experience specifically applicable to particular academic fields.

2.5. 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 are linked at Sam Houston State University. A faculty member cannot be promoted to the rank of associate 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. TENURE UNITS AND DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)**

3.1. The designated tenure units within the University are listed below:

- College of Business Administration
  - Accounting
  - Economics and International Business
  - General Business and Finance
  - Management, Marketing and Information Systems

- College of Criminal Justice
  - Criminal Justice and Criminology
  - Forensic Science
  - Security Studies

- College of Education
  - Counselor Education
  - Educational Leadership
  - Library Science and Technology

School of Teaching and Learning

College of Arts and Media

Art  
Dance  
Mass Communication  
Music  
Theatre and Musical Theatre

College of Health Sciences

Family and Consumer Sciences  
Kinesiology  
Nursing  
Population Health

College of Humanities and Social Sciences

Communication Studies  
English  
History  
Philosophy  
Political Science  
Psychology  
Sociology  
World Languages and Cultures

College of Osteopathic Medicine

College of Sciences and Engineering Technology

Agricultural Sciences  
Biological Sciences  
Chemistry  
Computer Science  
Engineering Technology  
Geography  
Geology  
Mathematics and Statistics  
Physics

Newton Gresham Library

(For special evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, "Tenets for Academic Status for Professional Librarians.")

3.2. In this policy, the term "Chair" refers to the relevant administrative official holding the leadership and supervisory position within the administrative unit that contains one or more tenure units.

3.3. The DPTAC is an advisory body typically composed of all the tenured faculty members appointed in the tenure unit. The dean appoints the Chair of the DPTAC. Department chairs, deans, and vice presidents, who make a separate recommendation during the tenure and/or promotion review process, are not eligible to serve on the DPTAC. Tenured faculty members with an administrative position greater than 50 percent are not eligible to serve on the DPTAC.

3.4 If the tenure unit has three or fewer tenured members, then the tenure unit chair and the candidate for tenure and/or promotion will each submit to the dean a list of three tenured faculty members from other tenure units within the University as suggestions for the DPTAC composition. The nominations must be accompanied by documentation of relevant qualifications. The dean appoints members from the two lists until there are at least four members of the DPTAC.

3.5. Decisions about promotion should be made by members of the DPTAC holding at least the rank for which the candidate is being considered.

3.6. All votes by the DPTAC are conducted by secret ballot. A separate record of the vote tally for tenure and/or promotion is communicated in writing to the chair and to the dean.

#### **4. TENURE ELIGIBILITY**

4.1. Only full-time employment in the academic ranks of Professor, Associate Professor, Assistant Professor, or any combination thereof will be counted toward fulfillment of a required probationary period related to the award of tenure. Periods during which a faculty member is on non-professional leave of absence will not be counted toward fulfillment of a required probationary period. For purposes of calculating the period of probationary service, a calendar year will be the twelve-month period beginning January 1 of each calendar year and ending December 31 of the same calendar year.

4.2. At the discretion of the University, service in a tenure-track position of up to three years at another university may be counted toward fulfillment of the required probationary period for tenure.

4.3. The maximum period of probationary service will not exceed six years. Not later than August 31 of the last year of the probationary period, a faculty member will 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. Termination can occur prior to the end of the probationary period.

4.4. Any person appointed to a tenure-track position at the University may not hold a tenured or tenure-track position on the faculty of another institution. Violation is grounds for immediate termination.

## **5. TENURE TIMELINE**

5.1. Consideration for tenure is predicated on the DPTAC's recommendation for promotion to Associate Professor or current standing as Associate Professor to Professor. It is the professional responsibility of all tenured faculty to review submitted dossier materials and all Faculty Performance Reviews thoroughly prior to the DPTAC vote.

5.2. A faculty member is reviewed for tenure after sufficient time in a full-time tenure track position. New faculty are customarily reviewed for tenure during the sixth year of the probationary period. Copies of the DPTAC's and chair's reviews will be given to the faculty member as well as be kept in the faculty member's personnel file.

5.3. Annual performance reviews are conducted in accordance with the Faculty Performance Review policy; such reviews are conducted annually by the department chair for all faculty. In addition, the DPTAC will also conduct an annual evaluation for all tenure track faculty. These reviews are designed to be constructive for probationary faculty members, while also providing substantive feedback to individuals so they may grow and learn as a faculty member. The chair of the department and the chair of the DPTAC should provide, separately, a written commentary on the probationary faculty member's teaching, research, service, and collegiality. These annual reviews of probationary faculty shall be reviewed by the dean according to the timeline established in section 10 "Review Timetables and Procedures." For all probationary faculty, a copy of the chair's annual Faculty Performance Review and the annual DPTAC review will be provided to the dean according to the timeline established in section 10. Annual Faculty Performance Reviews for tenure track faculty will also adhere to the following guidelines:

5.3.1. In Year 1, a positive review typically results in reappointment. A negative review may result in a letter of non-reappointment from the chair in consultation with the dean to be delivered no later than March 1.

5.3.2. In Year 2, a positive review results in reappointment. A negative review may result in a letter of non-reappointment from the chair in consultation with the dean, to be delivered no later than the second Tuesday of May, making the subsequent year the terminal year.

5.3.3. In Year 3, the review should include an indication of the degree of consensus within the DPTAC regarding the faculty member's progress toward tenure in the form of a preview vote. Results of this vote will be provided to the dean in addition to copies of the chair's Faculty Performance Review and the DPTAC's review. A positive review results in reappointment. A negative review may result in a letter of non-reappointment from the chair in consultation with the dean, to be delivered no later than the second Tuesday of May, making the subsequent year the terminal year.

5.3.4. In Years 4 and 5, positive reviews result in reappointment. A negative review may result in a letter of non-reappointment from the chair in consultation with the dean, to be delivered no later than the second Tuesday of May, making the subsequent year the terminal year.

5.3.5. In Year 6, performance review is conducted by the DPTAC, chair, dean, Provost, President, and the Board of Regents during the spring. A positive review and a recommendation by the Board of Regents results in tenure being awarded. A negative review results in a letter of non-reappointment, to be delivered no later than August 31, making the subsequent year the terminal year.

5.3.6 No tenure track faculty member shall be eligible for or receive a merit or market salary increase for the individual's terminal year of employment.

5.4. The tenure clock may be tolled (suspended) for the following reasons:

- a. Childbirth or adoption;
- b. Dependent care (children, parents, spouse or other dependents);
- c. A faculty member's own illness or other emergency;
- d. The inability of the institution to provide agreed upon facilities for the faculty member's research.

An extension of the tolling may be renewed prior to the next year; however, there is a two-year limit of total time the clock may be tolled.

It is the responsibility of the faculty member to provide appropriate documentation to justify the request.

5.4.1 The chair will provide a recommendation concerning the request for a suspension of the tenure clock to the dean within 10 working days from receipt of the request.

5.4.2 The dean will provide his/her recommendation concerning the request for a suspension of the tenure clock to the Provost and Vice President for Academic Affairs within 10 working days from receipt of the chair's recommendation.

5.4.3 The decision regarding the request for a suspension of the tenure clock will be made by the Provost and Vice President for Academic Affairs within 10 working days from the date of receipt of the dean's recommendation.

## **6. PROMOTION ELIGIBILITY**

6.1. Only full-time employment in the academic ranks of Assistant or Associate Professor will be counted toward fulfillment of a minimum time in rank to be considered for promotion. Periods during which a faculty member is on non-professional leave of absence will not be counted. For purposes of calculating the time in rank, an "academic year" will be the approximate nine-month period from September through the subsequent May.

6.2. Faculty members who have not been promoted by the Board of Regents will not be entitled to proposed rank.

6.3. Any person holding a rank of Professor, Associate Professor, or Assistant Professor at the University may not hold a position at another institution unless approved by the Provost. Violation is grounds for immediate termination. See APS 860811 Outside Employment.

## **7. PROMOTION TIMELINE**

7.1. A faculty member in an Assistant Professor tenure-track position is reviewed for promotion to Associate Professor after a sufficient time in rank. Faculty are customarily reviewed during the sixth year of the probationary period.

7.2 On rare occasions, truly outstanding faculty may be considered for tenure prior to completion of the probationary period. Early consideration of tenure requires the approval of the appropriate chair and dean prior to the second Monday of October in the year in which tenure is to be considered. Special permission by the chair and/or dean does not imply a subsequently favorable recommendation. If approved for early consideration for tenure, the probationary period for that faculty member is effectively modified and the current year will be deemed the terminal year of the probationary period. No subsequent consideration of tenure will be allowed beyond the new terminal year.

7.3 A faculty member in an Associate Professor tenure-track position, or an Associate Professor with tenure, is normally reviewed for promotion to Professor upon the completion of the sixth year. On rare occasions, truly outstanding faculty may be considered prior to this time. Faculty

are customarily reviewed by the DPTAC, chair, dean, Provost, President, and the Board of Regents during the sixth year in rank as Associate Professor.

7.4 Nominations for consideration for promotion will be addressed to the DPTAC by self-nomination, or by the chair. A faculty member may self-nominate for promotion to Professor every three years.

## **8. CATEGORIES AND STANDARDS OF PERFORMANCE**

8.1. Recommendations for tenure, promotion, or reappointment, will consider teaching, scholarly/creative activities, service, and collegiality based on the standards outlined in APS Faculty Performance Review Policy.

8.1.1. Teaching: See APS Faculty Performance Review Sections 2 & 3.

8.1.2. Scholarly/creative accomplishments: See APS Faculty Performance Review Section 4. 4.02 & 4.03

8.1.3. Service: See APS Faculty Performance Review Section 5.

8.1.4. Collegiality: See APS Faculty Performance Review Section 6

8.2. To be recommended for tenure and/or promotion, applicants must document sustained patterns of professional achievement in each of the categories of performance listed above, and a clearly developed, ongoing strategy for professional development throughout their careers. Candidates for tenure and/or promotion to Associate Professor will demonstrate:

8.2.1 to Associate Professor:

8.2.1.1 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

8.2.1.2 Sustained contribution to program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs

8.2.1.3 Participation in professional development activities to update skills or to gain new expertise



8.2.1.4 Sustained pattern of peer-reviewed research, creative activities, or scholarly work that contributes to her/his discipline; evidence of growth in quality/significance of scholarly or creative contributions

8.2.1.5 Sustained, documented service to the University, profession, or community, as appropriate for the discipline

8.2.1.6 Demonstrated collegiality and effectiveness as a contributing member in accomplishing the goals of the department/college/University.

8.2.2. to Professor:

8.2.2.1 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

8.2.2.2 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

8.2.2.3 Participation in professional development activities to update skills or to gain new expertise

8.2.2.4 leadership in peer-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

8.2.2.5 Sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline

8.2.2.6 demonstrated collegiality and leadership in accomplishing the goals of the department/college/University.

In each case, documentation provided to the DPTAC and professional behaviors demonstrated must support a conclusion that the applicant will have a productive and beneficial career at the University.

8.3. Candidates for tenure and/or promotion to Professor will meet the criteria outlined in section 8.2 and provide evidence of leadership, collaboration, and mentoring of junior faculty since the last promotion.

8.4. Department-specific and/or college-specific requirements relating to these categories and standards must be approved by the dean and forwarded to the Provost and Vice President for Academic Affairs with a recommendation for approval.

## **9. FACULTY REVIEW PORTFOLIO**

9.1. To be considered for tenure and/or promotion, the faculty member must prepare an electronic portfolio containing documentation addressing the elements in Section 8.2 or 8.3, as appropriate. This Portfolio is submitted to the chair of the tenure unit. All documentation should be presented in reverse chronological order. The Faculty Review Portfolio includes:

- a. Curriculum vitae
- b. Documentation of teaching performance including summaries of student evaluations
- c. Evidence of scholarly/creative accomplishments
- d. Documentation of service
- e. Additional material that clarifies achievements in support of tenure and/or promotion

9.2. 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.

## **10. REVIEW TIMETABLE AND PROCEDURES**

10.1. The Provost's Office will post a specific calendar at the start of each academic year. The approximate annual timetable is:

10.1.1. Prior to the first Monday in October, deans will receive a list from the Provost's office of all faculty members who are eligible for either tenure and/or promotion.

10.1.2. Prior to the second Monday in October, the chair will notify each faculty member who is eligible for consideration for tenure and/or promotion. Similarly, other faculty members must notify their chair in writing of the intent to apply for tenure and/or promotion.

10.1.3. Prior to the third Wednesday in January, faculty who intend to apply for tenure and/or promotion must submit a complete Faculty Review Portfolio to the chair.

10.1.4. Review of the electronic Portfolio by members of the DPTAC will begin on the third Wednesday in January.

10.1.5. Upon submission, the DPTAC will have three weeks to evaluate the portfolio (weeks 1-3 after the third Wednesday in January).

10.1.6. The chair of the DPTAC will submit the recommendations of the committee to the tenure unit chair. Each Faculty Review Portfolio will have a separate recommendation for or against tenure and/or promotion, which will be forwarded as a hard copy through the administrative command. The review must include a tally of the recommendation of the committee in terms of the number in favor and against. This recommendation becomes part of the faculty member's permanent employment record.

10.1.7. The department chair will have two weeks to make a recommendation (weeks 4-5).

10.1.8. Upon completion of the department chair's review, the chair will send a recommendation for or against promotion and/or tenure for each Portfolio to the dean. A separate recommendation letter must accompany each portfolio. This recommendation becomes part of the faculty member's permanent employment record.

10.1.9. The Dean will have two weeks to make a recommendation (weeks 6-7).

10.1.10. The Dean will send a recommendation for or against promotion and/or tenure for each Portfolio to the Provost and Vice President for Academic Affairs. This recommendation becomes part of the faculty member's permanent employment record.

10.1.11. The Provost will have three weeks to make a recommendation (weeks 8-10).

10.1.12. The Provost and Vice President for Academic Affairs will send a recommendation for or against promotion and/or tenure for each Portfolio to the University President. This recommendation becomes part of the faculty member's permanent employment record.

10.1.13. The University President will send his/her recommendation to the Board of Regents for consideration at its spring meeting. After the President submits his/her recommendation to the Board, the Provost and Vice President for Academic Affairs will notify the faculty member under consideration for promotion and/or tenure of his/her recommendation. The President will officially notify faculty after the Board has acted on the recommendation.

## **11. APPEALS**

Faculty members who are denied tenure and/or promotion have the right to appeal. All appeals will follow The University faculty grievance procedure and The TSUS policy on faculty grievances of non-renewal or termination of employment: Chapter V.4.4.

**12. REVISIONS TO THIS POLICY**

Substantive proposals for revisions to this policy will be submitted to the University Faculty Senate, and the Council of Academic Deans for review and comment prior to action by the Provost and Vice President for Academic Affairs.

APPROVED \_\_\_\_\_  
 Dana G. Hoyt, President

DATE: \_\_\_\_\_

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| <b>CERTIFICATION STATEMENT</b>   |                            |
| This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded. |                            |
| Original Date: April 17, 1990  | Review Cycle: April 1 ENY* |
| Reviewer(s): Council of Academic Deans<br>Faculty Senate<br>Academic Affairs Council   | Review Date: April 1, 2020 |
| Approved: _____<br>Richard Eglsaer<br>Provost and Vice President<br>for Academic Affairs   | Date: _____                |
| *Even Numbered Year  |                            |