

PURPOSE

This College Policy and Procedure Statement sets forth criteria and guidelines for tenure and promotion in the College of Health Professions. These criteria are based on the following sources:

1. VPAA/PPS 8.01: Development/Evaluation of Tenure-Track Faculty
2. VPAA/PPS 8.10: Tenure and Promotion Review
3. American Association of State Colleges and Universities, The Core of Academe:
4. Teaching, Scholarly Activity, and Service.
5. Faculty Handbook, Texas State University-San Marcos.

The faculty of the College of Health Professions view teaching, scholarly and/or creative activity, and service as essential to achieving tenure and promotion.

At the core of the College's philosophy and of relevance to the performance evaluation of faculty are collegiality, professional and ethical behavior, honesty and integrity, collaboration, and contributions to the missions of their respective Units, the College, and the University. Collegial faculty members are expected to contribute to the positive functioning of the Unit, the College, and the University (PPS 8.10.3).

DEFINITIONS

For the purposes of this document, the following definitions apply (VPAA/PPS 8.10.4):

1. Programs, Departments, or Schools constitute Units.
2. The Unit's Personnel Committee is made up of tenured faculty who are paid at a rate of fifty percent or more from faculty salary dollars budgeted to the Unit (VPAA/PPS 8.10.4a).
3. Schools and Programs that are equivalent to tenure-granting Departments have all the rights and obligations noted for tenure-granting Departments, and their Directors have all the rights and obligations noted for Department Chairs.
4. A Unit's recommendation includes the recommendations of both the Personnel Committee and the Chair/Director.
5. A College recommendation includes the recommendations of both the College Review Group and the Dean.

CANDIDATES FOR TENURE AND PROMOTION

Criteria for Appointment

1. A terminal degree and related work or clinical experience in the appropriate discipline or related field is required and varies according to the discipline. (See CHP Policy for approved terminal degree list).
2. In accordance with University policy, the College considers tenure and promotion as separate decisions. Though tenure and promotion are separate decisions, an untenured faculty member whose rank is below associate professor must apply for tenure at the same time he or she applies for promotion. It would be expected that a faculty member who meets the criteria for tenure would also meet the criteria for promotion to associate professor (PPS 8.10, 14.a).
3. Typically, the probationary period prior to the awarding of tenure is six years so that when tenure is granted it becomes effective with the next year's contract.
4. At the end of the sixth year, the faculty member must either be awarded tenure or be terminated with one years notice.
5. Leaves of absence and part-time appointments do not count as part of the probationary period. Up to three years of previous full-time University teaching experience may be credited to a faculty member when hired. According to University policy (PPS 8.10, 8), a written agreement, mutually satisfactory to the candidate and to the university, must be made at the time of initial appointment to a tenure-track position whether to credit or to exclude previous years of full-time teaching experience toward the probationary period.
6. The evaluation of faculty being considered for tenure should emphasize the time period from the initial date of full-time employment at Texas State University-San Marcos to the time of consideration. Full time appointment is made at the start of the academic year in the fall semester.
7. No faculty member will be tenured by default. If the notice indicated is not received, the faculty member is obligated to inquire about the University's decision on tenure.
8. The evaluation of faculty for promotion to full professor will emphasize activities since the candidate's last promotion and while at Texas State University-San Marcos.
9. Faculty normally must spend five (5) years in rank prior to promotion eligibility. The year in which the promotion is reviewed will count as one of the years in rank. Exceptions to this policy should be specifically addressed and justified during the promotion process.

10. No faculty member will be promoted to associate professor with fewer than (5) years of full-time university level teaching experience, or to full professor with less than (10) years experience. Application for promotion may be initiated in the year prior to the effectiveness of the promotion, i.e., the beginning of the fifth and tenth years.
11. The essential performance areas and accompanying documentation for consideration for tenure and promotion are: Teaching, Scholarly and Creative Activity, and Service and should follow the Texas State Vita format. Candidates must verify and sign the candidate for tenure and/or the candidate for promotion information form (University [Form 2T](#) and/or [2P](#)). (University PPS 8.10, 15)
12. Candidates must provide documentation that supports quality of teaching, scholarly/creative activity and leadership/service as defined in Unit and College criteria. This documentation should be arranged and presented in the order of categories prescribed by the Texas State Vita (University [Form 1A](#) or [1B](#)). (University PPS 8.10, 16)
13. The Texas State Vita ([Form 1A](#) or [1B](#)) must document all achievements and highlight those that apply to the probationary period or time period since the last promotion. (University PPS 8.10, 17)
14. Exceptions to the tenure clock rule must follow University rules such as for the care of newborn, adopted, foster child, or other family member needing care (PPS, 8.10, 11).

REVIEW PROCESS FOR TENURE AND PROMOTION

Unit Personnel Committee and the Chair/Director

1. In Units that may not have a Personnel Committee, the Dean (in consultation with the College Council) shall make a recommendation to the Provost on the composition of a substitute Personnel Committee.
2. The Personnel Committee and Chair/Director make independent, separate recommendations on each candidate for promotion and/or tenure. The Personnel Committee prepares their recommendation for the Chair/Director. The Chair/Director then reviews the Personnel Committee's recommendation prior to his/her review. In order to be forwarded to the next level of review, either the Personnel Committee or the Chair/Director must recommend the candidate. Normally, within three (3) workdays of the completion of action by the Personnel Committee and the Chair/Director, each candidate will be notified by the Chair/Director of the status of his/her application for tenure and/or promotion.

External Reviewers

1. Where no internal peer evaluation for tenure and/or promotion is possible, candidates must be reviewed by at least two qualified peers outside the University selected by both the candidate and the unit Chair/Director. The outside reviewers will be acceptable to the faculty member's contributions and performance in: a) Teaching, b) Scholarly and/or Creative Activity, and c) Service to the Department/School/Program, College, University, Profession and the Community.

College Review Group and College Dean

1. The College Review Group and College Dean make independent, separate recommendations on each candidate for promotion and/or tenure. The College Review Group first reviews and submits their recommendation to the Dean. The Dean then prepares his/her recommendation taking the College Review Group's recommendation into consideration. In order to be forwarded to the next level of review, either the College Review Group or College Dean must recommend the candidate.
2. Within three (3) days of the completion of action by the College Review Group and the College Dean, each candidate will be notified by the College Dean of the status of his/her application for promotion and/or tenure.

Provost, President, Chancellor, and Board of Regents

1. The Provost will consider all candidates for promotion and/or tenure that are forwarded from the College Review Group and College Dean. After consultation with the College Dean, the Provost will make recommendations to the President of the University. The President will make the final recommendations to the Chancellor and Board of Regents.

TIME LINE FOR THE TENURE AND PROMOTION PROCESS

1. The timeline set by the university will make allowances for weekends, by moving due dates to the next business day when relevant (PPS 8.10.73-85).
2. By May 1, the Chair/Director will submit to the Departmental faculty and the College Dean a list of faculty members eligible for promotion and tenure review.
3. By August 15, the Provost will establish the calendar for the tenure and promotion cycle for the coming academic year.
4. By September 1, the Provost will publish the calendar for the year.

5. By September 15, eligible faculty members must notify the Chair/Director in writing of their intention to apply for tenure and/or promotion. Faculty who fail to inform the Chair/Director by September 15 will not be considered in the year's cycle.
6. By September 16, the Chair/Director will send a copy of the list of candidates to the Personnel Committee and College Dean.
7. By September 17, the Dean will provide a list of all candidates for tenure and promotion in the College to the Provost.
8. By October 15, the candidate must complete and submit an up-to-date Texas State Vita and a promotion and/or tenure form to the Chair/Director. The candidate should also submit documentation of teaching, scholarly/creative activity and leadership/service as defined in Departmental/School and College criteria. Additional supporting material, dated appropriately, may be submitted before the formal meeting of the review group. Faculty who do not submit material by October 15 will not be considered during the cycle.
9. By November 15, the Personnel Committee will have reviewed each candidate's application and documentation, voted and submitted recommendations to the Chair/Director.
10. By December 1, the Chair/Director will submit his/her recommendations, along with those of the Personnel Committee, to the Dean.
11. By February 9, the College Review Group and the Dean will have completed the review of all candidates, and the Dean will submit his/her recommendations, along with those of the review group, to the Provost.
12. By April 30, the Provost will notify candidates and the President will notify the Chancellor and the Board of the recommendations.
13. By June 1, the final Board action will be publicized.

PROCEDURES FOR APPEAL

Candidates denied promotion and/or tenure are referred to PPS 8.08 and PPS 8.10,86.

Accountability of Individuals Participating in the Review Cycle

1. All individuals involved in the tenure and promotion process must be ethical, responsible, accountable, and maintain strict confidentiality in dealing with career decisions of others that is beyond question of bias or self-interest. Reviewers are responsible for being familiar with the tenure and promotion criteria and policies and procedures for their respective levels of review. Reviewers will be accountable for their evaluations and are expected to have adequately reviewed the candidate's portfolio prior to making decisions. Each person in the review and evaluation process has a

professional responsibility to treat information that evaluates another person's work as confidential.

BASIS FOR RECOMMENDATIONS

1. The tenure and promotion process is a continued process of cumulative achievement that starts at the Unit level. Chairs and Directors are responsible for guiding faculty members through the tenure and promotion process giving the faculty guidance about their development.
2. Recommendations for promotion and/or tenure are based on professional judgments about the faculty member's contributions and performance in: a) Teaching, b) Scholarly and/or Creative Activity, and c) Service to the Department/School/Program, College, University, Profession and the Community.
3. This College policy sets forth minimal requirements for consideration of tenure and promotion. Each Unit will further define what constitutes the specific criteria for each of the areas of evaluation, i.e., Teaching, Scholarly/Creative Activity, and Service. The requirements are minimal College criteria that may be exceeded by individual Units. Attainment of these minimal required levels of performance only allows, but does not obligate, the reviewers to recommend tenure and/or promotion. All recommendations are based on professional judgments and the criteria are designed to inform those judgments.

Teaching

1. In accordance with The Core of Academe, the four components of teaching including academic program planning and development, instruction, evaluation, and student academic advisement are of importance in evaluating this area. The College expects its faculty to be good teachers and to work continually to improve their teaching and their courses. Teaching in the College of Health Professions is inclusive of classroom, personalized instruction, internship and preceptorships, therapeutic settings, supervision of client and patient care, and across a variety of settings such as hospitals, social service programs, and public and private sector organizations. At a minimum, evaluation of teaching must involve the students, Personnel Committee and the Chair/Director. Each Unit will develop its own standards and items to be measured for the consideration of tenure and/or promotion in this area.

Scholarly and/or Creative Activity

1. It is expected that all tenure-track faculty will be engaged in scholarly and creative activity. A range of activities define scholarly and creative endeavors including such activities as the completion of peer-reviewed journal articles, books, chapters, scholarly presentations, workshops, invited lectures, grants and other related external funding, and other such scholarly endeavors. Both quality and quantity of the faculty member's efforts and success will be considered for tenure and promotion. All candidates for tenure and promotion must provide a documented record of sustained peer-reviewed

- scholarly/creative activity. Therefore, collaborative work is encouraged but not sufficient to obtain tenure and/or promotion; a demonstration of leadership in this area is required including first authorship, originality, and a significant body of contributions. Faculty should provide necessary documentation for this determination to be made.
2. Each Unit in the College of Health Professions will define specific criteria relating to such factors as number, type, and contribution of publications and presentations within the scholarly and creative activity for their discipline. However, Units and their Chairs/Directors must be mindful of meeting university expectations in this area and equity across Units must be insured by the Dean.
 3. External funding is the means by which faculty support their research, teaching, and service beyond budgeted allocations. It is expected that all tenure-track faculty will be engaged in seeking and securing external funds to support their work. New faculty can seek internal funds through the Research Enhancement Program to provide seed money that will lay the foundation for a successful research program. Other internal grant opportunities are available to support teaching. More experienced faculty are expected to seek multi-year, peer-reviewed, continuing external funding such as grants and contracts. Both quality and quantity of the faculty member's efforts and success will be considered. Faculty should provide necessary documentation for this determination to be made. Each Unit in the College of Health Professions will define criteria relating to external funding (opportunities, expectations, etc.) for their discipline.
 4. It is expected that Chairs/Directors should develop, with input from their Personnel Committees, faculty and the Dean, annual evaluation criteria that guide faculty towards meeting university tenure and promotion criteria.

Service

1. In accordance with The Core of Academe, service manifests itself in three areas: (a) institutional service, (b) professional service, and (3) service to the community.
2. Leadership in service increases in importance as faculty become candidates for associate professor and is considered essential for promotion to full professor. Each Unit will develop its own standards and items to be measured for the consideration of promotion and/or tenure.
3. Services performed for external remuneration (outside employment) refers to professional services performed for which a consultation or service fee is paid over and above the faculty member's base salary. Faculty should follow the rules of the University regarding outside employment (UPPS No. 04.04.06). When such activities are related and enhance the University, the College, the Unit, and the faculty member's development, these activities can be counted as additional service activities. Faculty must submit documentation to substantiate this contribution.

Quality and Quantity of Performance

1. Units must define what constitutes quality and quantity of performance in each of the three areas – Teaching, Scholarly activities and Service—considered for tenure and promotion. Quantity and quality are both considered important and each faculty member must provide documentation for a judgment to be made in this determination.

MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS CHP/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

1. The Dean of the College of Health Professions shall review this PPS E2Y.

CERTIFICATION STATEMENT

This CHP/PPS has been approved by the following individuals in his/her official capacity and represents College policy and procedures from the date of this document until superseded.

Reviewer: _____

Date: _____

Approved: _____
Ruth B. Welborn, Ph.D., Dean

Date: _____