**OFFICIAL**

Policy and Procedure Statement 8.10 Tenure and Promotion Review

Effective Date: 05/05 (90 paragraphs)

Review Cycle: June 1, E2Y

Review Date: June 1, 2010
Reviewer: Provost & VPAA

Pen and Ink change to paragraph 31 and 53

**INTRODUCTION**

1. We at Texas State are committed to supporting the educational mission of the institution. The following procedure contributes to the fulfillment of this goal.
2. Candidates for tenure or promotion as well as members of departmental personnel committees, college review groups, chairs/directors, deans and the provost must understand that tenure and promotion decisions are based on judgments. While each department and college has its own criteria for promotion and tenure, these criteria, which are to be reviewed and approved by the dean and provost, must assure that tenure and promotion are granted based on clearly documented evidence of high quality teaching, sustained peer-reviewed scholarly/creative activity and service. In addition, for those disciplines where applicable, external and internal funding activities, patents and/or commercialization of research will be considered. This PPS and the related college and department documents are designed to inform those judgments.
3. Departmental personnel committees, college review groups, chairs/directors, deans, the provost and the president should review the document titled "[The Core of Academe](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/Core_of_Academe.doc)" as a guideline to follow in evaluating faculty. A faculty member is evaluated in the areas of teaching, scholarly/creative activity and leadership/service, including his/her collegial contributions to the university community. Collegial faculty members are expected to contribute to the positive functioning of the department and the university.
	1. For faculty being reviewed for tenure, the evaluation will consider all the candidate's accomplishments but should emphasize the time period from the initial date of appointment to tenure track at Texas State to the present.
	2. For faculty being reviewed for promotion, the evaluation will consider all the candidate's accomplishments but should emphasize the time period from the last promotion to the present.

**DEFINITIONS**

1. For the purposes of this document, the following definitions apply:
	1. The department 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 department.
	2. 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/school directors.
	3. A department recommendation includes the recommendations of both the personnel committee and the chair/director.
	4. A college recommendation includes the recommendations of both the college review group and the dean.

**CANDIDATES**

Eligibility for Tenure

1. Typically, the probationary period prior to the awarding of tenure is six years, so that when tenure is granted it begins with the next year's contract. Faculty who have truly outstanding records may apply for tenure without prejudice before the end of the six year probationary period.
2. At the end of the sixth year, the faculty member must either be awarded tenure or terminated with one year's notice.
3. Faculty members in a tenure-track position may not move to non-tenure track status and then back to tenure-track status unless this change in status resulted from independent searches for non-tenure and tenure-track positions.
4. Neither leaves of absence nor part-time appointments count as part of the probationary period. 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.
5. Faculty members whose rank is below associate professor must apply for promotion to associate professor at the same time they apply for tenure.
6. A faculty member may not be tenured by default or because of failure to recognize that the time for tenure or termination has arrived. Senior lecturers and part-time faculty members are not eligible for tenure consideration, although academic administrators may be an exception to the part-time rule (see Faculty Handbook).
7. Tenure track faculty who have primary responsibility for the care of a newborn child or an adopted or foster child younger than five, or other family member in need of such care, may request that the tenure clock be suspended for one year during the probationary period. The request to suspend the tenure clock should be submitted in writing to the provost, who will notify the faculty member in writing of the decision to grant or deny the request. The university administration reserves the right to make decisions at its discretion. Requests must be made within one year of the birth, adoption or foster placement or onset of any applicable accident or illness. Faculty members who are granted this suspension of the tenure clock will not be penalized in any way for requesting and receiving this suspension. After this suspension, they will be evaluated according to the tenure criteria applied to the typical probationary period. The request to suspend the tenure clock because of parental or other familial responsibilities can be granted no more than twice for any one family.
8. Other exceptional circumstances not mentioned above may be reviewed and awarded a suspension of the tenure clock if deemed appropriate by the provost, in his or her best judgment, considers such suspension to be in the university's best interests.
9. Exceptions to the eligibility criteria should be specifically justified during the tenure process.

Eligibility for Promotion

1. In all cases, promotions are based on judgments of professional achievements. Certain broad principles of eligibility are generally observed in the promotion process:
	1. It is expected that a faculty member who meets the criteria for tenure will also meet the criteria for promotion to associate professor. 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.
	2. Assistant, associate and full professors must hold the terminal degree or be adjudged by the personnel committee and the administration to be in a critical area where the terminal degree is not necessary. If an individual does not have the recognized terminal degree, the maximum rank that will normally be attained will be assistant professor. Exceptions may be considered only for those individuals with exceptionally long service who have established a record of teaching, scholarly activities and service that clearly exceeds the requirements for promotion.
	3. Faculty spend five years in rank before being eligible for promotion. The year in which the promotion is reviewed will count as one of the years in rank.
	4. Exceptions to the eligibility criteria should be specifically justified during the promotion process.

Responsibilities of Candidates for Tenure and/or Promotion

1. Candidates must verify and sign the review group information form ([Form 2](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form2.doc)), which confirms their candidacy for Tenure and/or Promotion.
2. Candidates must provide documentation that supports quality of teaching, scholarly/creative activity and leadership/service as defined in department and college criteria. This documentation should be arranged and presented in the order of categories prescribed by the Texas State Vita ([Form 1A](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [1B](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1B.doc)).
3. The Texas State Vita ([Form 1A](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [1B](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1B.doc)) must document all achievements and highlight those that apply to the probationary period or time period since the last promotion.
4. Candidates must adhere to the timeline described herein for the tenure and promotion process.
5. Tenured candidates who are not approved for promotion may request a meeting scheduled by the chair/director to develop a program of professional development to enhance the likelihood of future promotion.
6. Candidates who are denied promotion or tenure are responsible for initiating any relevant appeal or grievance procedure (refer to paragraph 86).

**DEPARTMENT PERSONNEL COMMITTEE AND CHAIR/DIRECTOR**

Responsibilities

1. The department chair/school director and personnel committee will develop a policy for tenure and promotion, after consulting the voting faculty. The policy should specify the level of performance expected and clarify the requirements for documenting performance in teaching, scholarly/creative activities and leadership/service, including expectations for collegial contributions to the university community. High quality teaching is a necessary but not sufficient achievement upon which to base tenure and promotion. In addition, all candidates for tenure and/or promotion must provide a documented record of sustained peer-reviewed scholarly/creative activity. For those disciplines where applicable, external and internal funding activities, patents and/or commercialization of research will be considered. While an outstanding record of leadership and service is normally expected for promotion to full professor, it is less critical for promotion to associate professor.
2. The department will provide each faculty member a copy of the department and college criteria for tenure and promotion.
3. The department chair/school director and/or members of the personnel committee should counsel the candidate about including relevant materials and organizing supporting documents.
4. The chair/director and personnel committee are responsible for a thorough evaluation of the candidate's documentation. The /director and the personnel committee should describe the total scholarly/creative work of each candidate and assess its impact on the expansion of knowledge in the discipline. This is particularly critical for promotion to full professor.
5. 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 department chair/school director. The outside reviewers will be acceptable to both the candidate and the chair/director.
6. On the forms to be forwarded with each candidate's application, the personnel committee will state briefly and clearly the criteria for evaluation. The personnel committee's comments and the chairs/directors comments ([Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc)) should leave no doubt as to the action desired by the department. For candidates whose applications have been approved by the department, the comments should fully develop a rationale for recommending the candidate, leaving no doubt about the candidate's suitability and importance to the future development of the department.
7. Tenured faculty members and those on tenure track with one or more years of service at Texas State University will elect a tenured representative and maximum of two tenured alternates to the review group. Names of the representatives and alternates will be submitted to the dean ([Form 6](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form6.doc)). Representatives will serve staggered three-year terms.

Review Process

1. The chair/director should review each candidate's documentation with the candidate before it is made available for review by the personnel committee. No additional items may be included in the documentation without the chair's/director’s and candidate's permission.
2. The chair/director will make the candidates' documentation available for review by the personnel committee.
3. At a meeting of the personnel committee, with the chair/director presiding in a non-voting capacity, the personnel committee will discuss and vote by secret ballot to recommend or not to recommend each of the candidates for tenure and/or promotion.
4. Members of the personnel committee may not vote on a candidate for promotion to a rank higher than their own. In accordance with UPPS [04.04.07](http://www.txstate.edu/effective/upps/upps-04-04-07.html), Nepotism and Related Employment, faculty members must leave tenure and promotion meetings when their spouses or family members are being discussed and votes taken.
5. A tie vote is a vote not to recommend.
6. If on first vote a candidate is not approved for tenure or promotion, any member of the departmental personnel committee may request a second vote to reconsider the decision. Such reconsideration will be given if approved by a two-thirds majority of the departmental personnel committee present and voting.

Voting

1. The department personnel committee will vote by ballot first to approve or disapprove each candidate for tenure. Members must be present to vote.
2. The committee will then vote for promotions, using a ballot to indicate approval or disapproval for each candidate.
3. The chair/director and a member of the personnel committee selected by the other members of the committee should conduct independent counts of the ballots before the results are announced. Any discrepancy between the two counts should be resolved before the results are announced to the personnel committee.
4. A member of the personnel committee will enter the results of the voting on [Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc), along with evaluative remarks that include a statement showing how this candidate's qualifications specifically meet or exceed the departmental and college criteria established for tenure and/or promotion from the personnel committee's perspective.
5. The chair/director is responsible for seeing that the comments accurately reflect the discussion about the candidate.
6. Following the verification and the official recording of the votes, the chair/director will destroy all ballots and tally sheets.
7. The chair/director will indicate his or her recommendation of each candidate on [Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc) and add evaluative comments, including a statement showing how the candidate's qualifications specifically meet or exceed the departmental and college criteria established for tenure and/or promotion from the chair's/director’s perspective. The chair/director will inform the departmental personnel committee of these recommendations, with explanations as appropriate, within three class days of the chair's decision.
8. The chair/director will verify that information forwarded about each candidate to the college review group is correct.
9. The chair/director will attach a copy of the Tenure and Promotion Tracking Form ([Form 5](http://gato-docs.its.txstate.edu/provost-vpaa/pps-files/pps8/PPS8-10Form5.doc)) to each application and will forward the approved applications and documentation with a copy of the department's evaluation criteria to the dean of the college.
10. Within three class days of the decision by the chair/director, the chair/director will notify the candidate of the action. The following two decisions require written notification:
	1. If the candidate is denied by either the personnel committee or the chair/director but not both, the application is forwarded to the college review group.
	2. If the candidate is denied by both the personnel committee and the chair/director, the application is denied unless timely appeal is filed with the ombudsman.
11. If the candidate requests, the chair/directors will schedule a meeting with the candidate to discuss the department's evaluation. Reasons for denial of promotion will be explained**.** The candidate will be advised in creating a program of professional development to enhance the likelihood of future promotion, providing that the denial of promotion does not result in a terminal contract.

**COLLEGE REVIEW GROUP AND DEAN**

Responsibilities

1. Colleges must have detailed and explicit requirements for documentation incorporated into their tenure and promotion policies and procedures.
2. Colleges that use external review of faculty must establish a policy and procedure statement for the process.
3. The review group is composed of one tenured faculty member, preferably from the full professor rank, elected by each department; the department chairs/school directors and one outside tenured faculty member. One outside academic dean or chair/director, and the dean of the college, who is a non-voting member**.** Elected representatives will serve staggered three-year terms.
4. For colleges with four or fewer departments, college review group membership may be expanded at the discretion of the college dean by adding additional faculty members from departments in the college.
5. Because members of the college review group serve as evaluators of the candidate's credentials, they will not serve as advocates. Remarks should be restricted to answering specific questions from the other members.
6. Departmental faculty and administrators should refrain from trying to influence the decision-making process at higher levels.
7. On the forms to be forwarded with each candidate's application, the review group's comments and the dean's comments ([Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc)) should clearly express the action desired by the college. For candidates whose applications will go forward to the provost, the comments of the review group and the dean should fully develop a statement in support of the candidate, addressing the suitability of his or her qualifications and importance to the future development of the college.

Review Process

1. The dean will make the documentation for each candidate available, and members of the college review group will review the applicants' documentation before the formal meeting. Copies of each department's criteria and the college criteria will be on file for use by members of the review group. The dean is responsible for the security of the files.
2. At the meeting to formally consider the candidates, the college review group will discuss each candidate for tenure and vote by ballot to approve or disapprove each of the candidates. In accordance with UPPS [04.04.07](http://www.txstate.edu/effective/upps/upps-04-04-07.html), Nepotism and Related Employment, faculty members must leave tenure and promotion meetings when their spouses or family members are being discussed and votes taken.
3. The dean and a faculty representative will tally the votes.
4. After all candidates for tenure have been voted on, any member of the review group may request a re-vote for a candidate. If a two-thirds majority of the voting members agree, the re-hearing and re-vote will be held.
5. A separate vote will be taken on candidates for promotion in each category. A revote may be requested as above.
6. A member of the review group will enter the results of the voting on [Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc) along with evaluative remarks including a statement showing how the candidate's qualifications specifically meet or exceed the departmental and college criteria established for tenure and/or promotion from the review group's perspective.
7. The dean will indicate approval or disapproval of each candidate. The dean will add comments on [Form 3](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form3.doc), including a statement showing how the candidate's qualifications specifically meet or exceed the departmental and college criteria established for tenure and/or promotion from the dean's perspective. The dean will inform the review group of his/her recommendation, with explanations as appropriate, within seven class days.
8. The dean will forward to the provost completed [Form 7](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form7.doc) from the college along with applications of the approved candidates. Supporting material will be retained in the dean's office until required for review.
9. The dean will send the provost a copy of the vita ([Form 1A](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [1B](http://gato-docs.its.txstate.edu/provost-vpaa/pps-files/pps8/PPS8-10Form1B.doc)), the review group information form ([Form 2](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form2.doc)) and the tracking form ([Form 5](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form5.doc)) for each faculty member considered for tenure or promotion.
10. Within three class days of the completion of action by the review group and the dean, each candidate will be notified by the dean of the status of his/her application for tenure and/or promotion. The following two decisions require written notification.
	1. If the application is denied by either the review group or the dean but not both, the application is forwarded to the provost. Notification to the candidate must specify whether it was the review group or the dean who denied the application.
	2. If the candidate is denied by both the review group and the dean, the application is denied unless a timely appeal is filed with the ombudsman.
11. At the same time, the dean will direct the department chair/school director to inform the departmental personnel committee as to which applications have been forwarded.
12. If the candidate requests, the chair/director will schedule a meeting with the dean and the candidate to discuss the college's evaluation. Reasons for denial of promotion will be explained and the candidate will be advised in creating a program of professional development to enhance the likelihood of future promotion.

**PROVOST, PRESIDENT, CHANCELLOR AND BOARD OF REGENTS**

1. The provost will meet with the dean of each college, discuss the candidates for tenure and promotion from that college and formulate a recommendation to the president on each candidate.
2. The provost will forward the applications and the recommendations along with his or her recommendation on each candidate to the president using [Form 4](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form4.doc).
3. The president will make the final recommendations to the chancellor and Board of Regents, Texas State University System.
4. The provost will provide written notification to each candidate of the president's recommendation.
5. The provost will provide the list of the candidates approved by the chancellor and the Board of Regents to Media Relations and Publications.
6. Within one month of the conclusion of the cycle, the provost will return the Review Group Information Forms to the office of the college dean, where they are retained for three years. The dean will return the documentation to the candidates.
7. The provost will complete the Tenure and Promotion Tracking [Form 5](http://gato-docs.its.txstate.edu/provost-vpaa/pps-files/pps8/PPS8-10Form5.doc) for each faculty member eligible for consideration for tenure or promotion and prepare appropriate statistical summaries.
8. Neither promotion nor tenure is effective until approved by the chancellor and the Board of Regents, Texas State University.
9. If the candidate requests, the chair/director will schedule a meeting with the dean, provost and the candidate to discuss the provost's evaluation. These officials will explain reasons why the candidate was denied promotion and will advise the candidate on creating a program of professional development that will enhance the likelihood of future promotion, providing that the denial of promotion does not result in a terminal contract.

**TIMELINE FOR THE TENURE AND PROMOTION PROCESS**

1. The timeline will make allowances for weekends, by moving due dates to the next business day when relevant.
2. By May 1, the department chair/school 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 department chair/school 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 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 ([Form 1A](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [1B](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1B.doc)) and a promotion and/or tenure form ([Form 2](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form2.doc)) to the department chair/school director. The candidate should also submit documentation of teaching, scholarly/creative activity and leadership/service as defined in department 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 department personnel committee will have reviewed each candidate's application and documentation, voted and submitted recommendations to the department chair/school director.
10. By December 1, the department chair/school 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, the personnel committee, and the department chair/school director 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**

1. Candidates who are denied promotion or tenure may grieve the decision by following the procedures in Academic Affairs [PPS 8.08](http://gato-docs.its.txstate.edu/provost-vpaa/pps-files/pps8/PPS8-08.doc).

**COMMUNICATION OF INFORMATION ABOUT DENIAL OF TENURE OR PROMOTION**

1. Each person in the review and evaluation process has a professional responsibility to treat information that evaluates another's work as confidential. All votes in the process must be kept confidential.
2. Faculty members who are denied tenure are not entitled to a statement of the reasons upon which the decision is based (Section 4.28 of Chapter V of the Rules and Regulations of the Board of Regents, Texas State University System).
3. Faculty members who are denied promotion at any level should be informed regarding the reasons for denial by the responsible administrator, either the chair/director, the dean, or the provost providing that the denial of promotion does not result in a terminal contract. It is the responsibility of the candidate to request a meeting to determine the reasons for denial.

**CERTIFICATION STATEMENT**

1. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last Updated: January 27, 2011

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