

OFFICIAL

Policy and Procedure Statement 8.10
Review Cycle: June 1, E2Y
Review Date: June 1, 2017
Reviewer: Provost & VPAA

Tenure and Promotion Review
(78 paragraphs)

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 department/school 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/school 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 effective leadership 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/school documents are designed to inform those judgments.
3. Departmental/school personnel committees, college review groups, chairs/directors, deans, the provost and the president should review the document titled "[The Core of Academe](#)" 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/school and the university.
 - a. 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 on tenure-track at Texas State to the present.
 - b. 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

4. For the purposes of this document, the following definitions apply:
 - a. Voting Personnel Committee members are tenured faculty members who: 1) hold academic rank in a department/school at a rate of 50% or more and who do not hold an administrative appointment outside of their College, 2) have at least one year of service at Texas State since the official start date of the faculty appointment, and 3) have taught eight sections of courses at the college/university level. Tenured faculty who meet only the first provision will serve as non-voting members of the Personnel Committee until they have met all three requirements.
 - b. 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.
 - c. A department/school recommendation includes the recommendations of both the personnel committee and the chair/director.
 - d. A college recommendation includes the recommendations of both the college review group and the dean.

CANDIDATES

Eligibility for Tenure

5. 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. In exceptional cases, faculty who have truly outstanding records may apply for tenure without prejudice before the end of the six year probationary period.
6. At the end of the sixth year, the faculty member must either be awarded tenure or terminated with one year's notice.
7. Faculty members in tenure-track positions 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.
8. Neither leaves of absence nor part-time appointments count as part of the probationary period, based on Board of Regents Rules and Regulations. 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.
9. Tenure-track faculty members whose rank is below associate professor must apply for promotion to associate professor at the same time they apply for tenure.
10. A faculty member may not be tenured by default or because of failure to recognize that the time for tenure or termination has arrived. Lecturers, senior lecturers, clinical, research 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).
11. Tenure-track faculty may request to suspend (or toll) the tenure clock in order to accommodate one or more of the following exigencies or hardships:
 - a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the faculty member's own illness or other personal emergency; and/or d) the inability of the institution to provide agreed upon facilities for the faculty member's research.
 - a) Timing of the request – the request to suspend (or toll) shall, to the extent possible, occur prior to the occurrence of the event(s) stated above, and within one year of the event(s). Requests made after the university provides written notice of the commencement of the promotion and/or tenure review process will not be honored.
 - b) Faculty member's obligation – The faculty member shall make a written request through his/her chair and dean to the Provost to toll up to a maximum of two years of service on the tenure clock, explaining the basis(es) for the request and why it impedes the faculty member's ability to make progress toward achieving tenure. The faculty member is required to state the tolling period requested and provide any supporting documentation the university may require.
 - c) Chief Academic Officer's obligation - The Provost shall notify the faculty member, chair and dean and submit his/her recommendation to the System Vice Chancellor for Academic Affairs.
 - d) Two year limitation. The total time excluded from countable service under this policy is two years.
 - e) No property right created. The suspension (or tolling) of the tenure clock lies within the sole discretion of the university administration, subject to the Vice Chancellor for Academic Affairs' approval, and creates no property right, contractual or other legal entitlement in a member of the faculty.
 - f) Tenure and promotion criteria unaltered. Chairs/directors, deans, and the Provost shall ensure that criteria for tenure do not change when service has been excluded from a faculty member's probationary period.
 12. 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.
 13. Exceptions to the eligibility criteria should be specifically justified during the tenure process.

14. In all cases, promotions are based on judgments of professional achievements. Certain broad principles of eligibility are generally observed in the promotion process:
 - a. It is expected that a faculty member who meets the criteria for tenure will also meet the criteria for promotion to associate professor. A tenured-track faculty member whose rank is below associate professor must apply for tenure at the same time he or she applies for promotion.
 - b. Assistant, associate and full professors must hold the terminal degree or be adjudged by the personnel committee and the administration to possess exceptional proficiency and professional competency in their teaching discipline. 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.
 - c. 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.
 - d. Exceptions to the eligibility criteria should be specifically justified during the promotion process.

Responsibilities of Candidates for Tenure and/or Promotion

15. Candidates must verify and sign the review group information form ([Form 2](#)), which confirms their candidacy for Tenure and/or Promotion.
16. Candidates must provide documentation that supports quality of teaching, scholarly/creative activity and leadership/service as defined in department/school and college criteria. This documentation should be arranged and presented in the order of categories prescribed by the Texas State Vita ([Form 1A](#) or [1B](#)).
17. 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.
18. Candidates must adhere to the timeline published for the tenure and promotion process.
19. 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.
20. Candidates who are denied promotion or tenure are responsible for initiating any relevant appeal or grievance procedure.

DEPARTMENT PERSONNEL COMMITTEE AND CHAIR/DIRECTOR

Responsibilities

21. 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. An outstanding record of leadership and service is normally expected for promotion to full professor; a sustained level of effective service is necessary for promotion to associate professor.
22. The department/school will provide each faculty member a copy of the department/school and college criteria for tenure and promotion.
 23. The department chair/school director and/or members of the personnel committee should counsel the candidate about including relevant materials and organizing supporting documents.
 24. The chair/director and personnel committee are responsible for a thorough evaluation of the candidate's documentation. The chair/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.
 25. 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.
 26. 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](#)) should leave no doubt as to the action desired by the department/school. For candidates whose applications have been approved by the department/school, 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/school.
 27. 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 college review group. Names of the representatives and alternates will be submitted to the dean ([Form 6](#)). Representatives will serve staggered three-year terms.

Review Process

28. 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.
29. The chair/director will make the candidates' documentation available for review by the personnel committee.

30. 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.
31. 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](#), Nepotism and Related Employment, faculty members must leave tenure and promotion meetings when their spouses or family members are being discussed and votes taken.
32. A tie vote is a vote not to recommend.
33. If on first vote a candidate is not approved for tenure and promotion, any member of the department/school 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. The vote to reconsider must be taken in the same meeting and not a subsequent meeting.

Voting

34. Full professors who are members of the department's/school's personnel Committee will vote by ballot first to approve or disapprove candidates for full professor. Once the vote is completed, both full and associate professors will convene to vote on candidates for tenure and/or promotion to associate professor. Members must be present to vote.
35. In the second meeting, there is one vote to approve or disapprove candidates eligible for tenure and/or candidates eligible for promotion to Associate Professor. If a candidate already holds the rank of Associate Professor, there is a vote for tenure only. If a candidate already holds tenure at a rank below that of Associate Professor, there is a vote for promotion to Associate Professor only.
36. 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.
37. A member of the personnel committee will enter the results of the voting on [Form 3](#), 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. If the vote is to deny tenure/promotion, comments may be provided but are not required.
38. The chair/director is responsible for seeing that the comments accurately reflect the rationale for recommending the candidate for tenure and/or promotion.
39. Following the verification and the official recording of the votes, the chair/director will destroy all ballots and tally sheets.
40. The chair/director will indicate his or her recommendation of each candidate on [Form 3](#) 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. If the vote is to deny tenure/promotion, comments may be provided but are not required. 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.
41. The chair/director will verify that information forwarded about each candidate to the college review group is correct.
 42. The chair/director will attach a copy of the Tenure and Promotion Tracking Form ([Form 5](#)) 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.
 43. 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:
 - a. 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.
 - b. If the candidate is denied by both the personnel committee and the chair/director.
 44. Providing that the denial of promotion does not result in a terminal contract, the chair/director at the candidate's request, 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.

COLLEGE REVIEW GROUP AND DEAN

Responsibilities

45. Colleges must have detailed and explicit requirements for documentation incorporated into their tenure and promotion policies and procedures.
46. Effective fall 2018, colleges must establish and implement a policy and procedure statement for the process of external review of scholarly/creative activity for all candidates.
47. 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; 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.
48. 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.
49. 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.
50. Departmental faculty and administrators should refrain from trying to influence the decision-making process at higher levels.

51. On the forms to be forwarded with each candidate's application, the review group's comments and the dean's comments ([Form 3](#)) 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

52. The dean will make the documentation for each candidate available, and members of the college review group will review the applicant's 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.
53. At the meeting to formally consider the candidates, the college review group will discuss each candidate for tenure and promotion to Associate Professor and vote by ballot to approve or disapprove each of the candidates. In accordance with UPPS [04.04.07](#), Nepotism and Related Employment, faculty members must leave tenure and promotion meetings when their spouses or family members are being discussed and votes taken.
54. The dean and a faculty representative will tally the votes. A tie vote is a vote not to recommend.
55. After all candidates for tenure and promotion to Associate Professor 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.
56. A separate vote will be taken on candidates for promotion to Professor. A revote may be requested as above.
57. A member of the review group will enter the results of the voting on [Form 3](#) 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. If the vote is to deny tenure/promotion, comments may be provided but are not required.
58. The dean will indicate approval or disapproval of each candidate. The dean will add comments on [Form 3](#), 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. If the vote is to deny tenure/promotion, comments may be provided but are not required. The dean will inform the review group of his/her recommendation, with explanations as appropriate, within seven class days.
59. The dean will forward to the provost completed [Form 7](#) from the college along with applications of the approved candidates. Supporting material will be retained in the dean's office until required for review.
60. The dean will send the provost a copy of the vita ([Form 1A](#) or [1B](#)), the review group information form ([Form 2](#)) and the tracking form ([Form 5](#)) for each faculty member considered for tenure or promotion.

61. 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.
 - a. 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.
 - b. If the candidate is denied by both the review group and the dean.
62. 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.
63. Providing that the denial of promotion does not result in the terminal contract, the chair/director, at the candidate's request, 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

64. 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.
65. The provost will forward the applications and the recommendations along with his or her recommendation on each candidate to the president using [Form 4](#).
66. The president will make the final recommendations to the chancellor and Board of Regents, Texas State University System.
67. The provost will provide written notification to each candidate of the president's recommendation.
68. The provost will provide the list of the candidates approved by the chancellor and the Board of Regents to Media Relations and Publications.
69. 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.
70. The provost will complete the Tenure and Promotion Tracking [Form 5](#) for each faculty member eligible for consideration for tenure or promotion and prepare appropriate statistical summaries.
71. Neither promotion nor tenure is effective until approved by the chancellor and the Board of Regents, Texas State University.
72. Providing that the denial of promotion does not result in the terminal contract, the chair/director, at the candidate's request, 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

73. The timeline will make allowances for weekends, by moving due dates to the next business day when relevant. Exact dates for each year are published in the annual [Tenure and Promotion Calendar](#).

PROCEDURES FOR APPEAL

74. Candidates who are denied promotion or tenure may grieve the decision by following the procedures in Academic Affairs [PPS 8.08](#).

COMMUNICATION OF INFORMATION ABOUT DENIAL OF TENURE OR PROMOTION

75. 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.
76. Faculty members who are denied tenure are not entitled to a statement of the reasons upon which the decision is based (Section 4.27 of Chapter V of the Rules and Regulations of the Board of Regents, Texas State University System).
77. 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

78. 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: _____

Gene Bourgeois
Provost and Vice President for Academic Affairs