

## **PURPOSE**

This Departmental Policy and Procedure Statement sets forth criteria and guidelines for tenure and promotion in the College of Health Professions, Department of Respiratory Care. The review process for tenure and promotion is separate from re-appointment, annual performance, and merit reviews. While the criteria are similar, tenure and promotion review is not an annual review, but a cumulative review based on the tenure/promotion process. Although the annual reviews may serve as a guide, candidates cannot assume that meeting the minimum criteria for annual reviews will guarantee tenure and/or promotion. The criteria for tenure is separate from promotion criteria and being granted tenure does not automatically result in promotion.

The Department of Respiratory Care recognizes and values collegiality among faculty members. It is an integral component of the evaluation of teaching, scholarship/creative activity, and service. Collegiality is defined as respect expressed toward others and their professional judgments combined with a willingness to participate in a collective process of developing Department, College, and University excellence in teaching, scholarship, and service.

The criteria for tenure and promotion 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. VPAA/PPS 7.18: Clinical Faculty Appointments
4. American Association of State Colleges and Universities, The Core of Academe
5. Faculty Handbook, Texas State University.
6. College of Health Professions Policy and Procedure Statement 08.01, Tenure and Promotion.

## **DEFINITIONS**

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

1. The Department'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).
2. Departments have all the rights and obligations noted for tenure-granting and their Chairs have all the rights and obligations noted for Department Chairs per the University policy (PPS 8.10).
3. The Respiratory Care Department's recommendation includes the recommendations of both the Personnel Committee and the Chair.
4. A College recommendation includes the recommendations of both the College Review Group and the Dean.

## **CANDIDATES FOR TENURE AND PROMOTION**

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. For the Department of Respiratory Care, the master's degree is considered the terminal degree (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. In exceptional cases, faculty who have truly outstanding records may apply for tenure without prejudice before the end of the six-year probation period.
4. At the end of the sixth year, the faculty member must either be awarded tenure or be terminated with one year's notice.
5. Clinical faculty are eligible for promotion consideration and must follow PPS 8.10, 14-20 as it applies to the qualifications for promotion in rank.
6. Faculty members in a tenure-track position may not move to non-tenure track status and then to tenure-track status unless this change in status resulted from independent searches for non-tenure and tenure-track positions.
7. 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.
8. The evaluation of faculty being considered for tenure or promotion should emphasize the time period from the initial date of full-time employment at Texas State University to the time of consideration. Full time appointment is made at the start of the academic year in the fall semester.
9. 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.

10. The evaluation of faculty for promotion will emphasize activities since the candidate's last promotion and while at Texas State University.
11. 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.
12. No faculty member will be promoted to associate professor/clinical associate professor with fewer than (5) years of full-time university level teaching experience, or to full professor/full clinical professor with less than (10) years of 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.
13. The essential performance areas and accompanying documentation for consideration for tenure and promotion for tenure-track faculty 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). (University PPS 8.10, 15)
14. The essential performance areas and accompanying documentation for consideration of promotion for clinical faculty shall be based upon Teaching, and Service. Teaching documentation should demonstrate a sustained record of teaching effectiveness, professional status and activities, and practice related activities. Effective classroom, laboratory, and/or clinical teaching are assessed by student, peer, and self-evaluations. Service documentation should demonstrate a service to the department, college, and university with a professional status consistent with the level of education, quality and level of professional experience, and clinical/professional practice recognition. Practice relevant activity consists of current performance in a clinical/practice setting (PPS 7.18,17-19).
15. Tenured/tenure-track 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)
16. 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)
17. 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**

### **Department Personnel Committee and the Chair**

1. The Personnel Committee and Chair make independent, separate recommendations on each candidate for promotion and/or tenure. The Personnel Committee prepares its recommendation for the Chair. The Chair 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 must recommend the candidate. Normally, within three (3) workdays of the completion of action by the Personnel Committee and the Chair, each candidate will be notified by the Chair of the status of his/her application for tenure and/or promotion.

### **External Reviewers**

1. Tenure track candidates for tenure and promotion must be reviewed by at least two qualified peers (at the rank the candidate is seeking or higher) outside the University selected by both the candidate and the Chair. The outside reviewers will be provided external review of the faculty member's contributions and performance in: 1) Teaching, b) Scholarly and/or Creative Activities, and c) Service to the Department, College, University, Professional, and the Community. External review will begin prior to the time the Personnel Committee's view of the candidate's material.
2. Clinical faculty candidates for promotion must be reviewed by at least two qualified peers (at the rank the candidate is seeking or higher) outside the University selected by both the candidate and the Chair. The outside reviewers will be provided external review of the faculty member's contributions and performance in: 1) Teaching and b) Service to the Department, College, University, Professional, and the Community. External review will begin prior to the time the Personnel Committee's view of the candidate's material.

### **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 its 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. 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). For the tenure and promotion calendar, see the Faculty Records webpage; <http://facultyrecords.provost.txsate.edu/>.
2. By May 1, the Chair will submit to the Department faculty and the College Dean a list of faculty members eligible for promotion and tenure review.
3. By June 1, faculty eligible for promotion or tenure review must notify the chair, in writing, of the intent to apply for Tenure and/or Promotion. Faculty who fail to inform the chair before the June 1<sup>st</sup> deadline will not be considered in the year's cycle.
4. By August 15, the Provost will establish the calendar for the tenure and promotion cycle for the coming academic year.
5. By September 1, the Provost will publish the calendar for the year.
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 20, 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. 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 Personnel Committee will have reviewed each candidate's application and documentation, voted, and submitted recommendations to the Chair.
10. By December 1, the Chair will submit his/her recommendations, along with those of the Personnel Committee, to the Dean.
11. By February 7, 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 8.10,74.

#### **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. Recommendations for promotion and/or tenure for tenure track faculty 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 Institution, Profession, and Community.
2. Recommendations for promotion and/or tenure for clinical faculty are based on professional judgments about the faculty member's contributions and performance in:  
a) Teaching and b) Service to the Institution, Profession, and Community.
3. This Department policy sets forth minimal requirements for consideration of tenure and/or promotion. 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. Both quality and quantity of performance are considered. A faculty member who meets these expectations is not assured of tenure and/or promotion.

#### **Teaching**

1. To successfully apply for tenure and/or promotion, a faculty member must demonstrate a record of teaching achievement and the potential for sustained

achievement.

2. The Department Personnel Committee and the Department Chair evaluate each Respiratory Care faculty member's teaching on the basis of scholarly presentation, dedication, student evaluations, tenured faculty evaluations, and self-evaluation. The Personnel Committee and Department Chair assess each faculty member's participation in curriculum committee activities. Faculty are strongly encouraged to request a tenured faculty member to formally evaluate his/her teaching.
3. Teaching includes not only classroom performance as the students and tenured faculty evaluate it, but also factors such as:
  - preparing for class;
  - testing effectively;
  - developing curriculum;
  - preparing syllabi;
  - completing clinical teaching responsibilities;
  - maintaining a minimum of five (5) office hours per week and additional hours during registration periods;
  - advising students on academics and careers;
  - maintaining competence in the field (as evidenced by continuing education, credentialing, and licensure);
  - sponsoring student organizations and activities outside the classroom, and
  - mentoring students.

The Personnel Committee considers each of these factors in tenure and/or promotion reviews.

4. Collegiality in teaching is demonstrated by:
  - a willingness to share syllabi and class materials with other faculty members,
  - giving/receiving constructive criticism of courses (either current courses or those in preparation),
  - providing guest lectures,
  - giving/receiving feedback about advising, instructional strategies, or evaluative methods or styles,
  - demonstrating flexibility and understanding in how courses are assigned to faculty, and
  - promoting teaching excellence in the Department as a whole.
5. The faculty member under review must document:
  - student and tenured faculty evaluations of classroom performance;
  - syllabi;
  - a list of additional teaching activities such as guest lectures, arranging guest speakers for multiple class sections, and new materials and assignments;
  - self-assessment of teaching strengths;
  - areas needing improvement; and
  - future goals.

6. For consideration of promotion to Full Professor/Full Clinical Professor, the faculty member must demonstrate a sustained record of excellence in teaching and provide increasing patterns of leadership across a range of activities such as in developing curriculum and mentoring teaching skills of Assistant Professors/Assistant Clinical Professors.

### **Scholarly and/or Creative Activity (Tenure-track faculty only)**

Faculty in the Department of Respiratory Care recognize that their commitment to teaching cannot be fulfilled apart from a similar commitment to scholarship. Scholarship is defined as original research, applied research, pedagogical research, and other forms of qualitative and quantitative scientific inquiry. Successfully applying for tenure and/or promotion must include a record of sustained scholarly achievement and demonstrable potential for continued achievement.

1. Both quality and quantity of the faculty member's efforts and success will be considered for tenure and promotion. Collaborative work is encouraged but not considered sufficient alone to obtain tenure and promotion; a demonstration of leadership in this area is required including first authorship, originality, and a significant body of contributions.
2. In addition to quantitative requirements, which are minimum guidelines, the Department Chair and Department Personnel Committee provide a qualitative assessment of the candidate's scholarship based on such factors as prestige of journal citation within the profession, prestige of professional organizations to which papers were presented, selection processes of conferences at which papers were presented, types of grants which were funded, and opinions of experts outside the university.
3. Collegiality in scholarship is manifested in:
  - participating in jointly-authored presentations or publications;
  - giving/receiving informed and constructive feedback on the scholarship of other faculty;
  - giving/receiving suggestions about sources of information or opportunities for presentations, publications, and grants; and
  - engaging in other activities promoting scholarly excellence in the Department.

The Department encourages both single and jointly authored publications. When the faculty member being reviewed participates in a jointly authored publication, he/she must demonstrate that he/she has contributed a significant effort in developing the publication. Credit for jointly authored publications will be commensurate with the documented level of effort and leadership in the venture.

4. The Department expects candidates for tenure or promotion to the rank of Associate Professor to meet the following minimum criteria exemplifying a sustained high-quality record of scholarly and creative activities:
  - A minimum of five (5) refereed articles in mainstream professional journals. Manuscripts accepted for publication will be considered with citation documentation or PubMed early publication. Refereed means peer review in the

case of a journal article. In the case of a book, book chapter, or monograph, such activities are considered examples of additional sustained scholarly activities, but do not satisfy the requirement for refereed published journal manuscripts.

- A minimum of five (5) activities at mainstream professional meetings such as peer reviewed national meetings like those sponsored by the American Association for Respiratory Care (AARC), the American Association for Sleep Technologists (AAST), state meetings like Texas Society for Respiratory Care (TSRC) or other appropriate professional societies. This may include such activities as paper presentations, workshop leader, discussant, and invited lecturer. Both quality and quantity of the faculty member's efforts and success will be considered for documentation of sustained research activity.
  - A minimum of one internal grant must be submitted and funded with at least one external grant submitted. The work submitted must be judged to contribute to teaching, curriculum development, and/or research activities of the faculty member and the profession. Both quality and quantity of the faculty member's efforts and success will be considered for tenure and promotion.
5. For consideration of promotion to Full Professor, the Department expects these minimum guidelines be demonstrated since being promoted to the rank of Associate Professor:
- A minimum of seven (7) quality refereed articles in professional journals since promotion to the Associate Professor level. Manuscripts accepted for publication will be considered with citation documentation or PubMed early publication. Refereed means peer review in the case of a journal article. In the case of a book, book chapter, or monograph, such activities are considered examples of additional sustained scholarly activities, but do not satisfy the requirement for refereed published journal manuscripts.
  - A minimum of five (5) activities at mainstream professional meetings such as peer reviewed national meetings like AARC, AAST and state meetings like TSRC. This may include such activities as: paper presentations, workshop leader, discussant, and invited lecturer. Both quality and quantity of the faculty member's efforts and success will be considered for tenure and promotion.
  - A minimum of one funded grant (internal/external) and one application for an externally funded grant that is judged to contribute to teaching, curriculum development, and/or research activities of the faculty member and the profession. Both quality and quantity of the faculty member's efforts and success will be considered for tenure and promotion.

## Service

1. In accordance with College policy, service manifests itself in three areas: (a) departmental service, (b) college service, and (3) university community service.
2. Service in the Department of Respiratory Care is defined as professionally related activities, other than teaching or scholarship, which contributes to the Department, the University, the community, state, national, and international levels, as well as the profession. Service activities use competencies relevant to the faculty member's role as a Respiratory Care educator.

3. Collegiality in service is manifested by:
  - serving as member of various committees;
  - participating in University, College, or Department-sponsored recruitment, orientation, honors, or graduation functions; and
  - engaging in similar activities that promote service excellence on the part of the Department.
4. Service must reflect a sustained record of service and potential for continued service. Examples of service leadership include:
  - holding office in professional organizations;
  - directing committees;
  - participating as a member of an advisory board or task force;
  - holding membership and/or participating in professional organizations;
  - holding membership on committees; and
  - training, volunteering, supervising, and consulting for healthcare agencies and organizations.
5. For consideration of promotion to Full Professor/Full Clinical Professor, the faculty member must demonstrate a broader range of Service activities and increasing leadership roles across all levels of service.
6. Each faculty member must document the criteria guidelines for service activities to be considered for tenure and/or promotion. These criteria are minimum expectations, and a faculty member who meets these expectations is eligible to apply but is not assured of tenure and/or promotion by meeting these minimum expectations.
7. 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 to and enhance the University, the College, the Department, 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. For tenure track faculty, the quantity and quality across the areas of teaching, scholarship, and service are both considered important and each faculty member must provide documentation for a judgment to be made in this determination.
2. For clinical faculty, the quantity and quality across the areas of teaching and service are both considered important and each faculty member must provide documentation for a judgment to be made in this determination
3. Each faculty member must document his/her activities under each category including his/her vision/philosophy, accomplishments, and future goals. It is the responsibility of each faculty member to seek assistance and feedback in preparation of his/her

materials.

**MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPS**

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

1. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.

**CERTIFICATION STATEMENT**

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

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

Personnel Committee Chair

Date \_\_\_\_\_

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

Department Chair

Date \_\_\_\_\_