

## **12.02.99.R0.03    Implementing Faculty Tenure and Promotion**



Approved July 27, 2016  
Next Scheduled Review: July 27, 2021

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### **Procedure Statement**

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Texas A&M University-Commerce will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity.

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### **Reason for Procedure**

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This procedure implements the requirements of System Policy 12.02 for the development of the tenure process and establishes the criteria by which faculty will be evaluated with respect to tenure and promotion decisions.

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### **Procedures and Responsibilities**

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#### **1    ELIGIBILITY FOR TENURE**

- 1.1 The granting of tenure shall follow procedures specified in the System Policies 12.01 and 12.02. To be eligible to receive tenure, a faculty member generally must be an employee of A&M-Commerce who holds academic rank of assistant professor, associate professor, or professor.
- 1.2 Faculty on tenure-track appointments must make an application for tenure at the beginning of their sixth academic year on their tenure probationary period at A&M-Commerce.
- 1.3 Upon the recommendation of the Department Head or equivalent and the corresponding Academic Dean/Director of School, and with the approval of the Provost and the President, up to three years of exemplary service in a tenure-track faculty line at a four-year, regionally accredited academic institution may be counted toward the required years of probationary tenure period if such credit towards the tenure timeline is agreed upon at the time of employment and specified in the original employment appointment letter.

- 1.4 A faculty member may apply for early promotion and tenure consideration, but individuals seeking early consideration must demonstrate significantly higher levels of achievement in Teaching/Contributions to Student Learning; Research, Scholarly, and Creative Activities; and Service than the minimum standard for tenure. If a faculty member is denied tenure a second time, the faculty member will not be allowed another opportunity for application.
- 1.5 Administrative personnel, such as Department Head or equivalent, Academic Dean/Director of School, who hold academic rank in addition to their administrative titles, retain their tenured status as faculty members, but administrative positions per se are not subject to tenure. The members of university administration holding tenure in an academic department must be subjected to the Post-Tenure Review (PTR) process within six years after returning to a full-time faculty position (see University Procedure 12.06.99.R0.02).
- 1.6 Faculty members who hold joint appointments with other state, federal, or private agencies or with two or more parts of the A&M System may or may not be entitled to tenure, depending upon the nature of their duties and the terms of the written agreement of their appointments.

## 2 TENURE POLICY

- 2.1 Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in University Procedure 12.01.99.R1.
- 2.2 Tenure is obtained only by the affirmative action of the Board of Regents.
- 2.3 Faculty members awarded tenure at other institutions in A&M System or any other institution have no claim to tenure at A&M-Commerce.
- 2.4 Except when otherwise specified in the initial appointment letter, or a mutually agreed upon revision thereof, a tenured faculty member is guaranteed nine months of full-time employment or the equivalent. (See University Procedure 12.01.99.R1)

## 3 TENURE SYSTEM COMPONENTS

- 3.1 The probationary period for a tenure-track faculty member shall not exceed seven years of full-time service, beginning with appointment to the rank of assistant professor or a higher tenure-eligible rank. Under extenuating circumstances, the probationary period at A&M-Commerce may be extended with the written concurrence of the faculty member involved, the Department Head or equivalent, Academic Dean/Director of School, and the Provost. The probationary period may include appropriate full-time service at other institutions of higher education. If a faculty member has served a term of probationary service at one or more institutions, the probationary period at A&M-Commerce may be for fewer than seven years. The seventh year, including up three years credit towards the probationary tenure period, will be the first year of the tenure appointment or the year of a terminal appointment.

- 3.2 Under extenuating circumstances, including but not limited to maternity/paternity leave tenure-track faculty qualify for a one-year extension of their tenure probationary period. Written requests for such extension must be submitted to their Department Head or equivalent for a recommendation for approval by the Academic Dean/Director of School and the Provost.
- 3.3 In most circumstances, assistant professors at A&M-Commerce will be evaluated for promotion to associate professor and for tenure concurrently, and will not be awarded one without the other. Exceptions to this must be justified.
- 3.4 Persons whose initial appointment to A&M-Commerce faculty is at the rank of associate professor or professor and who are assigned administrative duties at the Department Head or higher are eligible for tenure upon appointment, contingent to approval by The Texas A&M University System Board of Regents.

### 3.5 Faculty Review

- 3.5.1 Each department must review the performance of all faculty members on an annual basis. Each faculty member shall be advised in writing of the results of this review. The purpose of regular reviews is to provide a candid evaluation of the individual's achievements so that both the individual and A&M-Commerce may benefit by improved performance or by the encouragement to continue exemplary performance.
- 3.5.2 For faculty not receiving credit for service at other institutions towards their probationary period at A&M-Commerce, third-year, fourth year, and fifth year reviews are mandatory as parts of the "pre-tenure process." This evaluation will familiarize the faculty member with the tenure process and ensure that the faculty member understands the expectations of those entities that will ultimately be responsible for the tenure decision. This review should mimic the tenure review process as closely as possible; the pre-tenure reviews would include dossier items contributed by the candidate and internal letters of recommendation, and would be reviewed at the department and college or school levels by appropriate faculty committees as well as the Department Head or equivalent, Academic Dean/Director of School and Deans Council.

## 4 TENURE AND PROMOTION CRITERIA

### 4.1 Categories of Performance

- 4.1.1 Teaching/Contributions to Student Learning: This category includes, among other elements, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; measurement of the extent to which students meet course objectives or program learning outcomes and using the results to enhance student learning, publication of instructional materials, and supervision of graduate students.

- 4.1.2 Research, Scholarship, and Creative Activities (RSCA): Creation and dissemination of new knowledge or other creative activities: For most disciplines, this category consists of research and publication, grants and contracts. Consistent with the mission of the University, due consideration must be given to peer-reviewed publications or intellectual contributions in the realm of the Scholarship of Teaching and Student Learning and Success. For some disciplines, however, this category of professional performance may include other forms of peer-reviewed creative activity. Technology, fiction, poetry, painting, music, and sculpture are examples.
- 4.1.3 Service: This includes service to the institution, to students, colleagues, department, college, and the University, as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large to the extent that these external service activities further the mission of the University.
- 4.1.4 Note: Although professional conduct conducive to a collegial work environment is not considered a separate criteria for tenure and promotion it, nevertheless, is implied within each of the categories of Teaching and Contributions to Student Learning, RSCA, and Service. (See System Policy 12.01)

## 4.2 Department, College, and School Criteria

- 4.2.1 The faculty and administrators of each department, college, or school must jointly develop written guidelines describing the evaluation criteria employed in the unit. Department Head or equivalent, Academic Dean/Director of School must disseminate these guidelines to their faculty members.
- 4.2.2 Both the guidelines and the evaluation process itself must pay due regard to the difficulties inherent in quantifying academic performance. The guidelines must be periodically reviewed and approved by the Provost. In those units in which the goals and objectives of departments or academic disciplines within such departments differ significantly, departments should also have written evaluation guidelines. Continuity and consistency in performance criteria and in the application thereof are essential. Therefore, criteria should be changed only after careful and thorough joint deliberation by faculty members and administrators in the unit. Any changes affect new probationary faculty only and are not retroactive, except as provided in section 4.2.3 below.
- 4.2.3 Faculty who are affected by changes in the department or school guidelines during their probationary period may elect to be considered for tenure under the new approved guidelines by including a written request to this effect in their application for tenure portfolio.
- 4.2.4 The written guidelines must include:
  - 4.2.4.1 Criteria that are employed to judge the level of performance of faculty in each category of performance.

- 4.2.4.2 The standard level of performance required in each category of performance in order to be awarded tenure.
- 4.2.4.3 The standard level of performance required in each category of performance for appointment or promotion to each rank.
- 4.2.4.4 A description of the procedures employed in evaluation of faculty for tenure and promotion.
- 4.2.5 University, college, school, and department guidelines must be given to all faculty members as appropriate. New faculty members must receive the guidelines along with a statement of any special conditions or expectations related to their employment when they join the A&M-Commerce faculty. Such guidelines must support the adequate evaluation and reward of a faculty member's interdisciplinary responsibilities.

### 4.3 University Criteria

In addition to the criteria developed in the department, college, or school, the minimum requirements to be met by individuals being considered for tenure or promotion are:

#### 4.3.1 Assistant Professor:

- 4.3.1.1 Faculty members holding a tenure-accruing appointment with the rank of Instructor may be promoted to the rank of Assistant Professor upon the receipt of the terminal degree. In exceptional cases, a proven track record of professional accomplishments may substitute for the receipt of a terminal degree.
- 4.3.1.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce.

#### 4.3.2 Associate Professor:

To achieve the rank of associate professor, the faculty member must demonstrate:

- 4.3.2.1 A distinguished level of accomplishment as measured against the contributions of others in the field;
- 4.3.2.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce;
- 4.3.2.3 An area of specialization germane to the programs of A&M-Commerce, one not currently represented on the tenured faculty, or one that provides desired reinforcement in an area of priority; and

4.3.2.4 Evidence indicating a commitment to maintaining the level of competence in teaching/contributions to student learning, RSCA, and service expected of a tenured faculty member.

#### 4.3.3 Professor:

To achieve the rank of professor, the faculty member must demonstrate exemplary accomplishments in the following:

4.3.3.1 Continuing accomplishment in teaching/contributions to student learning;

4.3.3.2 Continuing accomplishment and some measure of national or international recognition in research or other form(s) of creative activity; and

4.3.3.3 Evidence of valuable professional service. Normally a minimum of five years of service at the regional, national, or international level.

4.3.3.4 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce

4.3.3.5 Normally a minimum of five years at the rank of Associate Professor.

## 5 TENURE AND PROMOTION EVALUATION

5.1 Categories of Performance (See §4.1.) Faculty should submit detailed information on Teaching/Contribution to Student Learning, RSCA, and Service.

5.2 Submission of materials for tenure and promotion evaluation must include a cover letter, statement, or reflective essay detailing the impact of the candidate's Teaching/Contributions to Student Learning, RSCA, and Service upon the fulfillment of the university's mission.

5.3 In most cases, the judgments of professionals in the faculty member's field provide the best and most reliable basis for making sound decisions about tenure and promotion. Consequently, the level of accomplishment and potential relative to disciplinary norms and standards, as judged by peer review, should be the heart of the tenure and promotion process. Accomplishments that are not subject to peer review generally should not be a major consideration in tenure and promotion evaluations.

5.4 In evaluating a faculty member being considered for tenure, the appropriate faculty committees and academic administrators must give adequate consideration to the faculty member's professional performance. Adequate consideration of a tenure case entails a conscientious review, seeks out and considers all available evidence bearing on the relevant performance of the faculty member, and assumes that the various academic units follow their approved procedural guidelines during the tenure and promotion review process (See §4.3). Such consideration should be based upon adequate deliberation over the evidence in light of relevant written standards and exclusive of improper standards. An improper standard is any criterion not related to the professional performance of the faculty member. The evaluation of a tenure case should constitute a bona fide exercise of professional academic judgment.

## 6 REVIEW PROCESS FOR TENURE AND/OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR OR PROFESSOR

### 6.1 Departmental Tenure and Promotion Process

6.1.1 The faculty member considered for tenure and/or promotion will work with the Department Head or equivalent or designated committee to develop a complete Portfolio. No additions, deletions or corrections may be made to a faculty member's Tenure and Promotion portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the Department Head or equivalent. For separate schools, the school's Associate Director shall serve the function of Department Head/Director.

6.1.2 The Portfolio must be presented to the Department Head or equivalent by the prescribed deadline and the Department Head or equivalent must make the portfolio available for review by all tenured departmental faculty who serve as the Departmental Tenure and Promotion Committee and evaluate the candidate's academic accomplishments. (See §6.8.5)

6.1.3 Tenured faculty members with significant administrative appointments may serve on the departmental or college/school Tenure and Promotion Committee provided that they have continued to be actively engaged in the activities of department, college, or school. These tenured faculty members, however, will not have more than one vote during the tenure and promotion process.

6.1.4 In conducting tenure and/or promotion reviews, Department Heads or equivalent shall draw upon the advice and counsel of the tenured faculty as well as other appropriate sources. When the review has been completed, the Department Heads or equivalent will transmit their tenure and/or promotion recommendations and those of the faculty committee to the Academic Dean/ Director of School of the college or school for review.

6.1.5 The Department Head or equivalent must convene the committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the Department Head or equivalent shall leave the room and shall not participate in the deliberations of the committee unless asked by the committee to explain aspects of past annual performance reviews.

- 6.1.6 The Department Head or equivalent must provide each tenured faculty member in the department with an evaluation form for each faculty member being considered for tenure and/or promotion. Committee members must carefully review the professional performance of each candidate by the criteria defined in sections 4.1 and 4.3 and his/her impact on the fulfillment of the mission of the University and, after discussion, each committee member must independently rate the performance of each candidate in these categories.
- 6.1.7 If the department or school has less than three tenured faculty members, the Department Head or equivalent will designate additional tenured faculty from other departments whose academic specialization closely resembles that of the candidate for tenure to attend the meeting to assure a minimum of three tenured faculty members. If the department of the candidate for tenure contains no tenured faculty, non-tenured faculty members are also included in the process. However, non-tenured members will serve to provide expert information on academic discipline or field standards and departmental expectations, but they do not vote nor do they complete advisory opinion forms. Non-tenured faculty do not have to be present for the entire meeting, if the Department Head or equivalent deems it advisable for them to be absent for some portion of the discussion.
- 6.1.8 A yes or no vote on tenure and/ or promotion completes the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure and/or promotion to the next level of the process.
- 6.1.9 The Department Head or equivalent must include a form that summarizes the departmental or school committee's rating of the candidate for each evaluation category in the Tenure and Promotion portfolio of each candidate.
- 6.1.10 The Department Head or equivalent must submit the Tenure and Promotion portfolio of each applicant for tenure and/or promotion to the Academic Dean/Director of School, regardless of the positive or negative recommendation. (See §6.8.6)
- 6.1.11 The Department Head or equivalent must write a letter of recommendation, addressed to the Academic Dean/Director of School, for each candidate to the College/School Tenure and Promotion Committee. The letter of recommendation for each candidate must summarize the evaluations of Teaching/Contributions to Student Learning, RSCA, and Service provided by the tenured departmental or school faculty and must contain the Department Head's or equivalent's independent evaluation of the candidate's professional performance by the criteria defined in sections 4.1 and 4.3. The letter must also include a statement on the candidate's impact on the fulfillment of the mission of the University.
- 6.1.12 The Department Head or equivalent must include this letter of recommendation in Section I of the candidate's Tenure and Promotion portfolio regardless of positive or negative recommendation that may be included.

6.2 If the faculty member being considered has a joint appointment funded in two or more departments, the department in which the faculty member is administratively located (ad loc) has the responsibility to ensure that the review process is conducted in accordance with the regular promotion and tenure procedures of the relevant departments. If the departments are in the same college/school, the ad loc department is responsible for forwarding the appropriate documents to the Academic Dean/Director of School's office. If different college/schools are involved, then each department is responsible for forwarding the appropriate documents to its Academic Dean/Director of School's office.

### 6.3 College/School Tenure and Promotion Process

6.3.1 In conducting tenure and/or promotion reviews, the Academic Dean/Director of School must draw upon the advice and counsel of a College/School Tenure and Promotion Committee (See §6.4).

6.3.2 The Academic Dean/Director of School must convene the first meeting of the College/School Tenure and Promotion Committee, supervise the election of a chair from the membership, and carefully review the committee's charge and procedures with its members. After reviewing the committee's charge, the Academic Dean/Director of School must leave the room and will not participate in the deliberations of the committee unless asked to provide specific information to the committee. (See §6.8.7)

6.3.3 The College/School Tenure and Promotion Committee must review the Tenure and Promotion portfolios of each candidate. After thorough discussion of the strengths and weaknesses of each candidate and his/her impact on the fulfillment of the mission of the University, each member of the College/School Tenure and Promotion Committee must vote on the eligibility of each candidate and the committee chair must record the results of the vote.

6.3.4 The review of candidates' professional performance must be based on the approved departmental criteria as defined in sections 4.1 and 4.3

6.3.5 The Academic Dean/Director of School must provide each faculty member on the committee with an evaluation form for each faculty member being considered for promotion and/or tenure. Committee members must discuss the accomplishments of each candidate and, after discussion; each committee member must independently rate the performance of each candidate in each category. The rating terminology described in the Annual Review of Faculty Performance must be used in rating the contributions of each candidate for tenure and/or promotion.

6.3.6 A yes or no vote on tenure and/or promotion completes the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure and/or promotion.

- 6.3.7 The College/School Tenure and Promotion Committee chair tabulates the votes for each candidate and uses the results of the vote to make a recommendation to the Academic Dean/Director of School. The committee chair must present the recommendation of the committee to the Academic Dean/Director of School in written form. The written recommendation must summarize the rationale for the committee's recommendation. The Academic Dean/Director of School may call the committee together to obtain more information about the perceptions of the committee regarding one or more of the candidates.
- 6.3.8 The Academic Dean/Director of School must provide for each candidate a letter that records the vote of the College/School Tenure and Promotion Committee for and against tenure and/or promotion. This letter must include the Academic Dean/Director of School's recommendation for or against tenure and/or promotion. This letter must be placed in Section I of a candidate's Tenure and Promotion portfolio. A copy of this letter shall be sent to the candidate.
- 6.3.9 If the Academic Dean/Director of School recommends against tenure and/or promotion and that recommendation is contrary to the Department Head or equivalent's recommendation, the Academic Dean/Director of School must inform the Department Head or equivalent and faculty member of the reasons for the recommendation. The department may then resubmit the case for further consideration. Any reconsideration, however, must be based upon either (a) new evidence that is not already contained within the portfolio, or (b) substantial and entirely new arguments that were not made in the first presentation. If the case is resubmitted, it must be reviewed by the Academic Dean/Director of School and the College/School Tenure and Promotion Committee before a final recommendation concerning tenure and/or promotion is forwarded to the Provost.
- 6.3.10 The Academic Dean/Director of School will present his or her recommendation and the College/School's recommendation to the Provost for review by the Deans Council. This review and recommendation process will continue through the President of the University and the Chancellor of the System to the Board of Regents, which holds sole authority to confer tenure.

#### 6.4 College/School Tenure and Promotion Committee

- 6.4.1 Each College/School will have Tenure and Promotion Committee. The committees function each year to review all requests for tenure and/or promotion. The committee structure and election process is described below.

6.4.2 Members will be elected by a vote of tenured and tenure-track faculty in each College/School for a three-year staggered term. Only full-time tenured faculty holding the rank of associate professor or above, are eligible to serve. Not eligible are Department Heads or equivalent, Assistant or Associate Academic Deans or Assistant or Associate Director of Schools, and Academic Dean/Director of Schools. Each College/School may have up to but no more than seven members. Membership on the Tenure and Promotion Committee will be determined by policy set by each College/School. In addition, each College/School will elect two alternates. No faculty member who is being considered for promotion in rank will, at that time, be eligible to serve on the College/School Tenure and Promotion Committee.

6.4.3 The Academic Dean/Director of School of the respective college or schools will conduct an annual election of committee members. Election results will be available prior to September 30. In the case of a permanent vacancy due to an unexpired term or a temporary vacancy for some other reason, such vacancy will be filled by the first alternate. If a second vacancy occurs, such vacancy will be filled by the second alternate. After election results are known, a meeting shall be convened by the Academic Dean/Director of School. At the meeting, committee members will elect a chair.

6.4.4 Members will be elected at-large from their respective college or schools, except that no department shall have more than one representative on the committee at any time. If a candidate is being considered for tenure and/or promotion whose department has no representative on the committee, the Department Head or equivalent, in consultation with the candidate, will appoint a nonvoting representative to the committee from the candidate's department. If no one in the department meets the criteria for appointment, the selection will be made from qualified faculty members within the college or school. A Department Head or equivalent is not eligible to serve as the nonvoting representative.

6.4.5 A member of the College/School Tenure and Promotion Committee is eligible to serve no more than two consecutive three-year terms.

## 6.5 University Tenure and Promotion Process

6.5.1 The University Tenure and Promotion Committee is the Deans Council which shall consist of the Dean of the College of Science and Engineering; the Dean of the College of Humanities, Social Sciences, and Arts; the Dean of the College of Education and Human Services; the Dean of College of Business; the Dean of the Graduate School; and the Director School of Agriculture. The Provost serves as nonvoting chair of the committee.

6.5.2 The Provost must call the first meeting of the University Tenure and Promotion Committee and carefully reviews the committee charges and procedures with its members.

6.5.3 The Provost makes all faculty Tenure and Promotion portfolios available to all members of the University Tenure and Promotion Committee, but the paper copies of portfolios must not leave the confines of the Provost's office suite.

- 6.5.4 After thoroughly reviewing all Tenure and Promotion portfolios, the University Tenure and Promotion Committee meets to discuss the credentials and eligibility of each candidate.
- 6.5.5 The University Tenure and Promotion Committee must carefully consider the professional accomplishments of each candidate by the criteria defined in sections 4.1 and 4.3 and approved and published by the department or school. The committee must also judge the candidate's contributions and impact on the fulfillment of the mission of the university and vote yes or no on tenure and/or promotion.
- 6.5.6 The Provost must provide for each candidate a letter that includes the committee's recommendation for or against promotion and/or tenure. This letter should record the committee's vote and should summarize in general terms the committee's rationale for the vote. This letter must be placed in Section I of a candidate's Tenure and Promotion portfolio.

## 6.6 Administrative Tenure and Promotion Process

- 6.6.1 The Provost must review all Tenure and Promotion portfolios and must render an individual recommendation on each candidate for tenure and/or promotion. The recommendation must be included in Section I of the candidate's portfolio.
- 6.6.2 In addition to a thorough review of each candidate's academic credentials and impact on the fulfillment of the mission of the University, the Provost must carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each tenure and/or promotion decision. In making the recommendation to the President, the Provost may recommend against promotion and/or tenure on the basis of future academic needs and/or availability of resources.
- 6.6.3 The Provost shall provide for each candidate a letter that includes the Provost's recommendation for or against tenure and/or promotion. This letter may record and summarize in general terms the Provost's rationale for the recommendation. This letter shall be placed in Section I of a candidate's Tenure and Promotion portfolio.
- 6.6.4 The Provost shall forward all Tenure and Promotion portfolios, including the Provost's recommendation letter for or against tenure or promotion, to the President. (See §6.8.9)
- 6.6.5 The President reviews all portfolios and submits recommendations to the A&M System Chancellor. The President must inform the Provost of his or her recommendations to the Chancellor. (See §6.8.10)
- 6.6.6 Within ten business days of receipt of the President's recommendations to the Chancellor, the Provost must notify each candidate regarding the recommendation made to the Chancellor. (See §6.8.11)

- 6.6.7 The Chancellor and the Board of Regents make the final determinations concerning tenure and/or promotion. (See §6.8.12)
- 6.6.8 Faculty members who are not successful in their quest for tenure are not eligible for appointment as Professional Track faculty.
- 6.7 Notification Process for Tenure and/or Promotion to the Rank of Associate Professor and Professor
- 6.7.1 A faculty member must be advised of the recommendation for or against tenure and/or promotion at each level of review within five business days of such review. In the event of a negative tenure and/or promotion decision, the faculty member is entitled, upon a written request submitted within five business days of receipt of a negative tenure/promotion decision, to a written statement of the reasons that contributed to the decision.
- 6.7.2 The official decision by the Board of Regents regarding the granting of tenure to and/or the promotion of a faculty member must be conveyed in writing to the faculty member as soon as possible after the Board of Regents has officially acted on the University's tenure and/or promotion recommendation.
- 6.8 Schedule for Tenure and Promotion Review Process
- 6.8.1 The Schedule for the Tenure and Promotion review process must conform as closely as possible to the following dates. If any of the following dates falls on a day in which the University is closed, the date will be moved to the following business day in which the University is open.
- 6.8.2 In the spring semester, the Provost holds an open meeting to answer questions regarding tenure and promotion processes.
- 6.8.3 April 15. The Provost office notifies Academic Deans/Director of Schools of the names of faculty who are eligible for tenure and/or promotion consideration.
- 6.8.4 May 1. The Academic Dean/Director of School notifies all faculty candidates for tenure and promotion regarding their need to prepare Tenure and Promotion portfolios, as appropriate.
- 6.8.5 September 15. Candidates for tenure and/or promotion must submit their complete Tenure and Promotion portfolios to their Department Head or equivalent on or before this deadline.
- 6.8.6 October 15. The Department Head or equivalent must submit the summary of the departmental evaluations and his/her recommendations to the Academic Dean/Director of School. Within five business days of such submission, the Department Head or equivalent must also provide a copy of that recommendation to each candidate. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.

- 6.8.7 November 15. The Academic Dean/Director of School must submit the recommendations of the College/School Tenure and Promotion Committee, along with his/her recommendation to the Provost. Within five business days of such submission, the Academic Dean/Director of School also must provide each candidate a copy of that recommendation. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.
- 6.8.8 December 15 or before. The University Tenure and Promotion Committee, which is the Deans Council, convenes to consider the credentials and eligibility of each candidate for tenure and/or promotion. Each member of the Deans Council except the Provost, who is a non-voting member, votes on the tenure and/or promotion of each candidate.
- 6.8.9 January 10. On or before this date, the Provost must forward his/her recommendations to the President on all final tenure and/or promotion recommendations. The Provost must also provide each candidate a letter that includes the Provost's recommendation for or against tenure and/or promotion. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.
- 6.8.10 February 10. The President informs the Provost of his/her recommendations to the Chancellor.
- 6.8.11 February 20. On or before this date, the Provost informs each candidate of the President's recommendation to the Chancellor. Upon written request submitted within five business days of receipt of a negative recommendation, the Provost must respond to such request with a written statement offering general reasons for such a negative decision.
- 6.8.12 March. The Board of Regents usually considers tenure and/or promotion recommendations at the March Board of Regents meeting. As soon as the final decision for tenure and/or tenure is rendered by the Board of Regents, the President notifies each candidate of the Board's decision.
- 6.8.13 Failure of any party to provide notice or take the actions indicated above within the prescribed time limits does not constitute tenure or promotion by default.

## 7 WITHDRAWAL OF APPLICATION FOR TENURE AND/OR PROMOTION

- 7.1 Candidates for tenure and/or promotion may withdraw from consideration after submitting their portfolio, but before consideration and voting by the tenured members of the corresponding department/school.
- 7.2 To withdraw from consideration for tenure and/or promotion, a candidate must submit a written and signed declaration of that decision to the Provost. The statement becomes part of the faculty member's file in the Office of Academic Affairs.

- 7.3 Faculty members who withdraw their application for early consideration for tenure and/or promotion must reapply again for tenure and/or promotion no later than their sixth year of their probationary period.
- 7.4 Faculty members under consideration for tenure and/or promotion, who withdraw after submitting their portfolio for consideration during the sixth year of their probationary period, must be provided a letter of non-reappointment that complies with the criteria in University Procedure 12.01.99.R1.

## 8 APPEAL PROCESS FOR TENURE AND/OR PROMOTION

- 8.1 Any candidate for tenure and/or promotion may appeal a negative decision if the negative decision is reached at any level in the university tenure and promotion process. There is no appeal of a decision by the Board of Regents.
- 8.2 After receiving notice of a negative decision, a candidate may appeal the decision by submitting a letter of appeal. Unless a candidate withdraws from consideration for tenure and/or promotion (See §7), a candidate for tenure and/or promotion must receive consideration at all levels of the university tenure and promotion process.
- 8.3 The letter of appeal, which may not exceed three pages in length, must describe the basis for the appeal and must be submitted within five business days of the date on the notice of a negative decision.
- 8.4 As appropriate, based on the source of the negative decision, the letter of appeal must be addressed to the Department Head or equivalent (for negative decisions at the departmental level) or the Academic Dean/Director of School (for negative decisions at the college or school level) who will review the applicant's portfolio and meet with the candidate to discuss the appeal. A decision must be rendered on the matter and the candidate must be informed of the decision by letter within five business days of the meeting with the candidate. A copy of the decision letter must be placed in the applicant's portfolio.
- 8.5 If a Department Head or equivalent or an Academic Dean/Director of School decides that the decision at his/her level of responsibility is incorrect, he/she must forward a written explanation for the decision to rectify his/her original decision to the next level of review. The letter must be incorporated into the candidate's Tenure and Promotion portfolio.
- 8.6 If the candidate is not satisfied with the decision of the University Tenure and Promotion Committee (Deans Council), the candidate may appeal to the Provost. The Provost shall review the applicant's portfolio and meet with the applicant to discuss the appeal. The Provost must render a decision on the appeal and informs the applicant of his/her decision by letter within five business days of the meeting with the candidate.

8.7 If the candidate is not satisfied with the recommendation of the Provost, the candidate may appeal through advisory committee as stated in the University Procedure 32.01.01.R0.01. The President shall render a final decision on the appeal and shall inform the applicant of his/her decision by letter, within five business days of the decision.

8.8 There are no other avenues for appeal in the University.

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## **Related Statutes, Policies, or Requirements**

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System Policy [\*12.01, Academic Freedom, Responsibility and Tenure\*](#)

System Policy [\*12.02, Institutional Procedures for Implementing Tenure\*](#)

University Procedure *12.01.99.R1 Academic Freedom and Responsibility*

University Procedure [\*12.06.99.R0.02 Post-Tenure Review for Faculty\*](#)

University Procedure [\*32.01.01.R0.01 Grievance and Appeal Process for Faculty Members\*](#)

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## **Contact Office**

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Office of the Provost and Vice President for Academic Affairs  
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