

1. THE BOARD OF REGENTS

- 1.01 Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in The Texas State University System (TSUS) Rules and Regulations, hereafter referred to as the Rules and Regulations. In any case of contradiction between this policy and the Rules and Regulations, the Rules and Regulations shall govern.
- 1.02 Exceptions to the policies and procedures set forth herein may be authorized only by the President of the University.
- 1.03 Authority to approve reappointment, tenure, and/or promotion rests with the President, subject to the approval of the Board of Regents (hereafter the Board).

2. GENERAL PROVISIONS

- 2.01 *Tenure.* Tenure is the most important decision a university makes regarding its faculty. The quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University (SHSU or University). It is not granted automatically because of seniority. Tenure is granted to faculty, after a rigorous probationary period, based on meritorious performance in teaching, scholarly and creative activities, and service. In lieu of teaching, faculty members in the Newton Gresham Library are evaluated on effective librarianship. Tenure ensures academic freedom and protects faculty from inappropriate retribution. It allows faculty members to take a long-term approach to their work while still requiring faculty accountability. It assists in attracting and retaining excellent faculty and promotes the orderly induction of new faculty into the community of mature scholars. “However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment” (see Rules and Regulations, Chapter V, Subsection 4.21).

A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary period may be modified in accordance with Section 4.05 of this policy.

On rare occasions, truly outstanding faculty may be considered for tenure prior to completion of the probationary period. Early consideration of tenure requires the approval of the appropriate chair/director and dean (or appropriate administrator of the tenure unit) prior to the second Monday of October in the academic year in which tenure is to be considered. Special permission by the chair/director and/or dean (or appropriate administrators) does not imply a subsequently favorable recommendation. If approved for early consideration for tenure, the probationary period for that faculty member is effectively modified and the current year will be deemed the terminal year of the probationary period. No subsequent consideration of tenure shall be allowed beyond the new terminal year.

- 2.02 *Promotion.* Promotion to associate professor occurs in conjunction with tenure. Promotion to professor is granted as recognition of sustained, high-quality performance, combined with efforts of continuous improvement. Promotion does not come automatically or with length of service. A faculty member normally establishes eligibility for consideration for tenure and promotion or promotion upon the completion of five and one-half (5-½) years in a tenure-track position or in the rank of associate professor, respectively. On rare occasions, truly outstanding faculty may be considered prior to this time. Early consideration of promotion requires the approval of the appropriate chair/director and dean prior to the second Monday of October in the academic year in which promotion is to be considered. Special permission by the chair/director and/or dean does not imply a subsequent favorable recommendation.

Nominations for consideration for promotion shall be addressed to the Department Promotion and Tenure Advisory Committee (DPTAC) in any of three (3) ways: (1) by the faculty member seeking promotion; (2) by another faculty member; or (3) by the department/school chair. (Note: For composition of the DPTAC, see Section 7 below, and see Section 4.02 for a definition of the term “department/school chair” in this policy statement.) A faculty member is allowed to self-nominate for promotion to full professor once every three (3) years.

- 2.03 *Discretionary Nature of Promotion.* “The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor, and the Board. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest; and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board. Faculty members who are not recommended

for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future” (see Rules and Regulations, Chapter V, Subsection 4.31).

- 2.04 Only members of the faculty with the academic rank of associate professor or professor may be granted tenure. Tenure and promotion from assistant professor to associate professor are linked at SHSU. A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure. Tenure may be granted at the time of appointment to an academic rank of associate professor or professor. If tenure is not granted at time of appointment to an academic rank of associate professor or professor, the faculty member shall follow the full probationary period unless service credit is negotiated. Any instructors or assistant professors with tenure as of 2022 shall not be automatically promoted.

3. THE ACADEMIC RANKS

- 3.01 SHSU shall utilize the following academic ranks for tenure-track and tenured faculty: assistant professor, associate professor, and professor. A terminal degree or special credentials are required for all tenure-track ranks.

3.02 Terminal Degrees and Special Credentials

- a. The term “special credentials” as used in this policy shall be defined to include the Certified Public Accountant license and other special credentials, insofar as these signify generally recognized levels of achievement, competence, and experience specifically applicable to particular academic fields.
- b. The term “terminal degree” as used in this document shall be defined as the highest academic degree customarily awarded in the field of study. This term may include the Master of Fine Arts, the Doctor of Jurisprudence, the Master of Social Work, and a degree from an American Library Association accredited master’s program.
- c. The term terminal degree for the SHSU College of Osteopathic Medicine (SHSU-COM) faculty implies Doctor of Osteopathic Medicine, Doctor of Medicine, Doctor of Philosophy, or Doctor of Pharmacy from accredited institutions. This may also include other doctoral level or terminal professional degrees in related areas with

appropriate training and licensure/certification (if applicable). Practicing physician faculty, including Medical Educator and Clinical faculty, must hold an unrestricted license or be eligible for an unrestricted license to practice medicine in the State of Texas.

3.03 SHSU also recognizes dual appointments for SHSU-COM, as defined here.

Faculty members with dual appointments in SHSU-COM are faculty that hold a primary appointment at SHSU. These faculty members are only eligible for tenure and/or promotion through the process at their SHSU college of primary appointment.

4. GENERAL PROCEDURAL GUIDELINES

- 4.01 For purposes of tenure, the term “tenure unit” is defined as the faculty of a college which is not divided into smaller units, or of a department, or of an officially designated program or group of programs within a department, or of the Newton Gresham Library, who share in the obligations, rights, and protections of tenure within their discipline(s). An up-to-date list of the designated tenure units, within the present administrative structure at SHSU, shall be kept on file with the Provost and Senior Vice President for Academic Affairs (hereafter Provost) and available on the Academic Affairs website.
- 4.02 For ease of reference in the remainder of this document, the term “department” refers to each of the tenure units listed with the Office of the Provost. Furthermore, the term “department/school chair” refers to the relevant administrative official of the department/school within which the tenure unit is located.
- 4.03 *Years of service as tenure-track probationary faculty.* Only full-time service in the academic ranks of professor, associate professor, assistant professor or any combination thereof shall be counted toward fulfillment of a required probationary period related to the award of tenure. Periods during which a faculty member is on a personal leave of absence (including Family and Medical Leave) shall not be counted toward fulfillment of a required probationary period unless negotiated otherwise with the Provost through the chair and dean of the respective tenure unit.
- 4.04 *Calculating years of service.* For purposes of calculating the period of probationary service, an “academic year” shall be the approximate nine-month period from September through May. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the

following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.

- 4.05 *Prior service credit.* At the discretion of SHSU, prior service in a tenure-track/tenured position of up to three (3) years at another university may be counted toward fulfillment of the required probationary period for tenure and promotion. Prior service credit shall be applied to the beginning of the probationary period (years 1-3). Teaching, scholarship and creative activities, and service activities during the years of credit shall be counted and included in the tenure and promotion portfolio and shared with the DPTAC. Generally, any such agreement appears in the offer letter and initial contract of the faculty member at the discretion of the dean and Provost.
- 4.06 *Maximum probationary service and the duty of the University to give notice.* The maximum period of probationary faculty service at SHSU in tenure-track status in any academic rank or combination of the academic ranks of assistant professor, associate professor, or professor shall not exceed six (6) years of full-time academic service. Years during which the tenure clock is suspended (i.e., stopped or tolled) shall not count toward the maximum period of probationary service for that faculty member. However, any and all work accomplished while the tenure clock is suspended shall be included in the faculty member's portfolio and count as contributions toward tenure. Not later than August 31 of the last academic year of the maximum probationary period in effect, a tenure-track faculty member shall be given written notice that the subsequent academic year shall be the terminal year of employment or that beginning with the subsequent academic year, tenure shall be granted. In the event that the employment of a tenure-track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with Subsection 4.10 below. Faculty members who have not been granted tenure by the Board shall not be entitled to tenure by virtue of being employed past the probationary period, i.e., such faculty members do not have *de facto* tenure.
- 4.07 Suspension of the Probationary Period
- a. Personal circumstances may justify the suspension of the tenure clock. It is the responsibility of the faculty member to provide appropriate documentation to demonstrate sufficiently why the request should be granted.
 - b. The department chair shall provide a recommendation concerning the request for a suspension of the tenure clock to the dean within ten (10) working days from receipt of the request.

- c. The dean shall provide a recommendation concerning the request for a suspension of the tenure clock to the Provost within ten (10) working days from receipt of the department chair's recommendation.
 - d. The decision regarding the request for a suspension of the tenure clock shall be made by the Provost within ten (10) working days from the date of receipt of the dean's recommendation.
- 4.08 *Employment continuance for non-tenured faculty on the tenure track.* All faculty appointments are subject to the approval of the Board. The University's commitment to employ a nontenured faculty member during the probationary period is limited to the term specified in the faculty member's contract for that appointment period. Any commitment to employ a nontenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board.
- 4.09 *No conflicting appointments.* A person appointed to a faculty position with the rank of assistant professor, associate professor, or professor at SHSU may not, during the term of such appointment, hold a tenured or tenure-track position on the faculty of another educational institution. Appointments at SHSU to the above-specified ranks shall be conditional upon the appointee having resigned any tenured position that the appointee may then hold as the faculty of another educational institution. The resignation must be effective prior to the effective date of the appointment at SHSU; otherwise, such appointment shall be void and of no effect. The acceptance of an appointment to a tenured or tenure-track position on the faculty of an educational institution outside SHSU shall be considered as a resignation of any faculty position with the rank of assistant professor, associate professor, or professor that such appointee may hold at SHSU.
- 4.10 *Written notice of non-reappointment and denial of tenure.* Written notice of a decision not to reappoint shall be given to a tenure-track faculty member no later than March 1 of the first or not later than December 15 of the second academic year of probationary service. After two (2) or more academic years, written notice shall be given not later than August 31 that the subsequent academic year shall be the terminal year of appointment. The notice required by this section is not applicable where termination of employment is for good cause or for faculty members who are appointed on a term basis.

- 4.11 *Reappointment and award of tenure.* Reappointment of nontenured members of the faculty to a succeeding academic year or the award of tenure shall be accomplished only upon the President's written recommendation and Board approval.

5. CATEGORIES AND STANDARDS OF PERFORMANCE

- 5.01 Recommendations for reappointment, tenure, and/or promotion shall consider the following categories and examples of standards of performance.

a. Categories of Performance

- (1) *Teaching:* This category includes, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; academic advising; and supervision of undergraduate and graduate students. This category shall be replaced by librarianship for faculty in the Newton Gresham Library.
- (2) *Scholarly and/or Creative Accomplishment:* For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology, patents or commercialization of research (where applicable), poetry, painting, musical performance or composition, and sculpture.
- (3) *Service:* This category includes service to students, colleagues, program, department, school, college, and the University; administrative and committee service; and service beyond the University to the profession, community, state, and nation, including academic or professionally related public service.
- (4) *Patient Care:* This category includes the clinical care of patients, either directly or indirectly through the supervision of medical students, residents, or other healthcare professionals. This category is only applicable to licensed healthcare professionals who have an expectation to perform patient care as a component of their faculty assignment.
- (5) Meeting of the above criteria does not guarantee or confer an entitlement to tenure and/or promotion.

- (6) For evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, *Tenets for Academic Status for Professional Librarians*.

b. Examples of Standards of Performance

The standards of performance shall align with those established in *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* (APS 820317) by the tenured and tenure-track faculty at the department level, be approved by the respective chair and academic dean, be retained on file in the Office of the Provost and made publicly available on the Academic Affairs website.

To be recommended for an award of tenure and/or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each of the pertinent categories of performance listed in Section 5.01(a). In addition, the applicant shall have a clearly developed, ongoing strategy for sustaining professional development throughout the applicant's career.

(1) Associate Professor:

- sustained effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other possible measures may include an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, as appropriate for the discipline
- sustained contribution to program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, or participation in interdisciplinary academic programs
- participation in professional development activities to update skills or to gain new expertise
- sustained pattern of peer-reviewed research/publications, creative activities, or scholarly work that contributes to the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions

- sustained, documented service to the University, profession, or community, as appropriate for the discipline
- demonstrated effectiveness as a contributing member in accomplishing the goals of the department/college/University
- demonstrated effectiveness in clinical practice, as evidenced by productivity and patient satisfaction scores (as applicable)

(2) Professor

- sustained, effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other measures may include an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction, as appropriate for the discipline since the last promotion
- leadership in program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, participation in interdisciplinary programs, or mentoring of less-experienced faculty
- participation in professional development activities to update skills or to gain new expertise
- leadership in peer-reviewed research/publication, grantsmanship, creative activities, or scholarly work that contributes to the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions; sustained contribution to the intellectual culture of the University
- sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline
- demonstrated leadership in accomplishing the goals of the department/college/University

- demonstrated leadership in the clinical care of patients and/or clinical education of students or residents (as applicable)
- 5.02 Faculty applicants for tenure and promotion are evaluated based on accomplishments in each of the three (3) or four (4) categories of performance (i.e., Teaching, Scholarly and/or Creative Accomplishments, and Service, and if applicable, Patient Care). Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion.
- 5.03 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards specified in *The Faculty Evaluation System for Tenured and Tenure-Track Faculty* (APS 820317). Department- and college-specific requirements relating to these categories and standards must be approved and be on file with the Office of the Provost. Any updates to department- and college-specific performance standards must be submitted to the Office of the Provost by October 1 each year. Although these documents shall be provided to the faculty member at the outset of employment in a tenure-track position, it is the faculty member's responsibility to know these criteria. Each time such criteria are updated, tenure-track faculty shall choose, at the time of their annual probationary evaluation, whether to remain on the standards that previously applied or switch to the updated standards, and the selection shall be final. If no selection is made, the standards of evaluation shall default to the updated standards. Tenure-track faculty may only be evaluated on standards that were current during some portion of the probationary period.

For promotion to professor, a faculty member shall elect to be evaluated by the updated standards or by any standards that previously applied that are both no older than six (6) years and were current during some portion of the faculty member's service at the rank of associate professor. The faculty member's selection of evaluation standards shall be communicated at the time of any DPTAC review of progress toward promotion to professor and at the time the faculty member's portfolio for promotion is submitted for review. If no selection is made, the standards of evaluation shall default to the updated standards.

6. FACULTY REVIEW PORTFOLIO

- 6.01 For a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The

department chair and college dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.

- 6.02 The individual departments shall establish and maintain guidelines that define the documents required in the tenure and/or promotion portfolio. At a minimum, for faculty members to have an application considered for promotion and/or tenure, they must assure that the Faculty Review Portfolio contains a complete, accurate and truthful record of accomplishments that is organized under the following headings:
- a. Curriculum vitae including at least:
 - (1) Academic training
 - (2) Summary of work experience
 - (3) Scholarly and creative contributions (juried contributions must be listed separately)
 - (4) Funded grants (external and institutional grants must be listed separately)
 - (5) Honors, awards, and other special recognitions
 - b. Activities reported in the annual portfolios used for *The Faculty Evaluation System for Tenured and Tenure-Track Faculty* (APS 820317) that pertain to the period of review.
 - c. Narratives that provide context to the activities reported in the annual FES documents and that describe accomplishments in teaching, scholarly and creative activities, and service, and as applicable, patient care.
 - d. Any further documentation that clarifies achievements in other areas or includes other material supporting promotion or tenure, such as examples of publications/creative works.
- 6.03 Inclusion of external letters of evaluation are recommended, especially regarding scholarly and/or creative activity, as well as community and professional engagement, and may be required at the discretion of the college. Each tenure unit

shall develop and document, in writing (with approval by the dean), a process for implementation.

- 6.04 Faculty are expected to maintain the highest level of standards and integrity and, therefore, proven instances of academic fraud or dishonesty by faculty regarding submitted material within the portfolio may be grounds for denial of tenure and/or promotion.
7. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)
- 7.01 The DPTAC shall be an advisory body composed ordinarily of all tenured faculty members appointed in the tenure unit with the exception of the department chair or any faculty member with more than 0.5 FTE administrative assignment. The DPTAC shall elect a chair in collaboration with and subject to the approval of the respective department chair and college dean. The chair of the department shall make introductory comments and answer questions of an administrative nature before recusing themselves from the DPTAC deliberations.
- 7.02 If the DPTAC, when constituted in accordance with section 7.01, has fewer than four (4) tenured members, then the department chair and either (a) the probationary faculty member or (b) the person to be considered for promotion shall each submit to the dean a list of three (3) names of tenured faculty members from other tenure units who are qualified to serve on the DPTAC. The nominations shall be accompanied by documentation of the nominees' relevant qualifications. The dean shall appoint members from these lists until there are at least four (4) members of the DPTAC. The DPTAC shall elect a chair in collaboration with and subject to the approval of the department chair and college dean. If the need arises to replace a member of the DPTAC, the dean shall follow the same procedure.
- 7.03 The DPTAC shall review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotion of tenured faculty (e.g., associate professor to professor), the DPTAC shall conduct a review of progress toward promotion for any year(s) requested by the faculty member beginning with the second year after the previous promotion and continuing until promotion occurs. Faculty members shall submit their materials for this review to the Faculty Information System by February 1.

Beginning in 2025, a minimum of one (1) DPTAC formative review of progress toward promotion to professor is required for any associate professor seeking promotion and may occur in any year prior to the year of a formal vote on promotion to professor. Exceptions require approval of the dean and Provost and Sr. Vice President for Academic Affairs. A review of progress toward promotion to professor shall be separate from any review required by APS 980204, *Performance Evaluation of Tenured Faculty*. All DPTAC formative reviews of progress toward professor shall be communicated only to the faculty member being evaluated.

To the greatest extent possible, the DPTAC for a tenure-track faculty member shall remain consistent until the tenure review/vote of that respective faculty member; however, it is expected that new members will be added to the DPTAC as faculty in the department are awarded tenure.

- 7.04 The full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion shall be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. Each DPTAC member shall vote on a recommendation for or against tenure and/or promotion (including recusals or abstentions), and all votes by the committee shall be by secret ballot. DPTAC members must be present to vote unless on faculty developmental leave or other approved leave. In accordance with section 2.04 of this policy, since a faculty member may not be promoted to the rank of associate professor without a concomitant award of tenure, a single combined vote shall be taken for candidates being considered for tenure and promotion to associate professor. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator for each candidate.

All DPTAC discussions during review of tenure and/or promotion portfolios shall remain confidential unless precluded by law, court order, or the Rules and Regulations. Electronic recording of DPTAC proceedings is prohibited. A DPTAC-approved written recommendation summary, including formative feedback and DPTAC votes, shall be the only records created by the committee.

- 7.05 In addition to annual reviews, an extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the department chair and dean. Faculty members shall submit their materials for this review to the Faculty Information System by February 1. The review shall include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The actual result of

the DPTAC vote shall be reported in a DPTAC-approved written summary by the DPTAC chair to the faculty member and department chair by April 1 via the Faculty Information System. The department chair's review shall be completed by May 1. A written summary of the DPTAC's assessment and the department chair's review shall be kept in the probationer's tenure file and sent to the respective dean's office for the faculty member's permanent files. The dean's review shall be completed by May 15.

- 7.06 If a department chair does not hold either tenure or the rank under consideration for the faculty member under DPTAC review, the dean of that college shall appoint a chair with tenure and appropriate rank for the department chair review. The appointed chair shall work in consultation with the department chair of the tenure unit when making the recommendation. The department chair shall submit a letter of evaluation (but not recommendation) to the appointed chair, and the department chair's letter shall be submitted with the appointed chair's recommendation. If a college dean does not hold either tenure or the rank under consideration for the faculty member under DPTAC review, the Provost shall appoint a dean with tenure and appropriate rank for the college review. The appointed dean shall work in consultation with the college dean of the tenure unit when making the recommendation. The college dean shall submit a letter of evaluation (but not recommendation) to the appointed dean, and the college dean's letter shall be submitted with the appointed dean's recommendation.

8. REVIEW OF PROBATIONARY FACULTY

- 8.01 Formative review of faculty is an ongoing process and is informed by annual FES reviews as described in APS 820317, *The Faculty Evaluation System for Tenured and Tenure-Track Faculty*. A faculty member in the first year of probationary service as an assistant professor, or nontenured associate professor, is reviewed by the department chair based on the performance categories outlined above. Faculty shall submit their materials for the chair's review to the Faculty Information System by February 1, and the department chair shall complete their review by May 1. If the progress of the faculty member toward meeting the required standards of performance is found to be insufficient, the chair may recommend to the dean a non-reappointment of the faculty member.
- 8.02 Beginning with the second year of probationary service, the faculty member shall be reviewed annually by the DPTAC. Faculty shall submit their materials for this review to the Faculty Information System by February 1, and the DPTAC shall complete its review by April 1. Copies of the annual DPTAC reviews shall be provided to the

department chair and the chair shall review DPTAC findings with the probationary faculty member. If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and promotion to associate professor is found to be inadequate, the chair shall make a recommendation to the dean by May 1. The dean shall make a decision by May 15, and if the faculty member is not to be renewed, notify the faculty member in writing in accordance with section 4.10 of this policy.

- 8.03 If the performance of the faculty member is found to be satisfactory to continue in probationary status based on performance expectations established at the departmental level, the department chair shall discuss the results of the review with the faculty member (with a view toward improving performance). The DPTAC's written summary shall be shared with the faculty member. This written summary shall also be shared with the dean who may provide written feedback to the probationary faculty member under review as part of the annual review process.

9. ELIGIBILITY FOR COMMITTEE SERVICE

Department chairs, deans, and vice presidents are not eligible to serve on the DPTAC in their respective tenure units. Faculty members with an administrative appointment of 0.5 FTE or less, shall retain voting rights on the DPTAC in their tenure unit. Faculty members who hold administrative appointments of greater than 0.5 FTE may serve on DPTACs outside of their tenure unit with the approval of the Provost.

10. APPOINTMENTS WITH TENURE

Special appointments to the rank of associate professor or professor may be with tenure except when the appointment is that of visiting professor, which is a non-tenure track rank.

11. TIMELINE AND PROCEDURES

The individual faculty member is responsible for preparing and submitting all materials to be considered for promotion and tenure, including probationary reviews. The Office of the Provost shall post a specific calendar at the start of each academic year. However, the review process and the approximate annual timetable for the review procedure are as follows:

By October 1

Any updates to department- and college-specific performance standards shall be submitted to the Office of the Provost.

By First Monday in October

Deans shall receive a list from the Office of the Provost of all faculty members who are eligible for either promotion and/or tenure.

By Second Monday in October

The respective chairs shall notify each faculty member who is eligible for consideration for promotion and/or tenure. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by their chairs and must notify their chairs and deans in writing of their intention to apply by the second Monday in October.

By First Monday in November

The DPTAC shall submit the name of the elected DPTAC chair to the department chair.

By December 15

Written notice of any decision not to reappoint shall be provided to a tenure-track faculty member in their second year of probationary service.

By Second Monday in January

Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio to the Faculty Information System.

Upon submission, the DPTAC shall have three (3) weeks to evaluate the portfolio (Weeks 1-3 after second Monday in January).

The chairperson of the DPTAC shall submit a DPTAC-approved summary recommendation including formative feedback with DPTAC vote to the faculty member and department chair via the Faculty Information System. Each Faculty Review Portfolio must be forwarded with a separate recommendation for or against promotion and/or

tenure. The recommendation letter shall also include a tally of the vote in terms of the number in favor and against. In matters where a conflict of interest arises, members of the DPTAC shall recuse themselves from the process, and the reason for the recusal documented. Abstentions are permitted but should be rare. If DPTAC members participating in the review process choose to abstain from voting, any abstentions must be included in the tally. This recommendation becomes part of the Faculty Review Portfolio.

The department chair shall have one (1) week to make a recommendation (week 4).

The department chair shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the faculty member and dean via the Faculty Information System. A separate recommendation letter must accompany each portfolio. This recommendation becomes part of the Faculty Review Portfolio. In the case when a department chair does not have tenure and/or does not hold the rank for which the candidate is being considered for promotion, the chair shall not make a recommendation but instead shall consult with a chair who does meet these criteria (preferably from the same college) who shall make the recommendation.

The dean shall have two (2) weeks to make a recommendation (weeks 5-6).

The dean shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the faculty member and Provost via the Faculty Information System. This recommendation becomes part of the Faculty Review Portfolio. In the case when a college dean does not have tenure and/or does not hold the rank for which the candidate is being considered for promotion, the dean shall not make a recommendation but instead shall consult with a dean who does meet these criteria who shall make the recommendation.

The Provost shall have six (6) weeks to make a recommendation (weeks 7-12).

The Provost shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the University President. A copy of the Provost's recommendation shall be made available to the faculty member via the Faculty Information System. This recommendation becomes part of the Faculty Review Portfolio.

The University President shall send a recommendation to the Board for consideration at its spring meeting. The President shall officially notify the faculty member after the Board has acted on the recommendation.

By February 1

Tenure-track faculty in years one through five of probationary service shall submit their materials for their probationary review to the Faculty Information System.

By March 1

Written notice of any decision not to reappoint shall be provided to a tenure-track faculty member in their first year of probationary service.

By April 1

The DPTAC shall complete their review of each tenure-track probationary faculty member. For each faculty member, the chairperson of the DPTAC shall submit a DPTAC-approved summary recommendation including formative feedback to the faculty member and chair via the Faculty Information System.

For tenure-track faculty in their third year of probationary service, the DPTAC shall submit a tally of the preview vote to the department chair via the Faculty Information System. The vote shall be made available to the faculty member.

By May 1

The department chair shall complete their review of each tenure-track probationary faculty member.

By May 15

The dean shall complete their review of tenure-track faculty in their third year of probationary service.

The dean shall complete their review of any recommendations from the chair for non-reappointment of tenure-track faculty in years one through five of probationary service.

By August 31

For tenure-track faculty in their third year of probationary service (or beyond), written notice of any decision not to reappoint shall be provided and indicate that the subsequent academic year shall be the terminal year of appointment.

12. APPEALS

In accordance with Rules and Regulations, Chapter V, Subsection 4.42, “a faculty member may present a grievance, in person, to the President on an issue related to non-renewal or termination of the faculty member’s employment at the end of [their] contract period.” In accordance with Rules and Regulations, Chapter V, Subsection 4.445, “The President shall make the final decision regarding the grievance.”

APPROVED: _____ <signed>
Alisa White, Ph.D., President

DATE: _____ 2/10/2025 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.

Original: April 17, 1990

Review Cycle: Five years*

Reviewer: Academic Affairs Council

Review Date: Fall 2027

Approved: _____ <signed>
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 1/15/2025 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.