

# SAP 12.02.99.T0.01 Procedures for Implementing Tenure



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## Procedure Statement

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The process of enacting and implementing tenure decisions is based on specific objective criteria directly related to the identified requirements of Tarleton State University (Tarleton) and Texas A&M University System (system) policy.

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## Reason for Procedure

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This Standard Administrative Procedure (SAP) addresses procedures for the implementation of tenure at Tarleton, as required by [System Policy 12.02, Institutional Procedures for Implementing Tenure](#).

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## Procedures and Responsibilities

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### 1. APPOINTING AND ELECTING TENURE REVIEW COMMITTEES

#### 1.1 College Review Committee

- 1.1.1 Service Eligibility. Each College Review Committee is composed of elected and appointed tenured senior faculty members with at least two years of service at Tarleton, with the dean of the college serving as a nonvoting chair who is responsible for all record keeping and communications. Department heads are not eligible to serve, and no more than two elected committee members may be from the same department.
- 1.1.2 Committee Member Election. The elected members will be chosen at large by the faculty of the college, with the election administered by the dean's office. All tenured and tenure-track faculty are eligible to vote. Normally, only professors are eligible to serve; however, in the event that there are fewer than two eligible professors in a given department, all tenured associate professors with at least two years of experience at Tarleton in the department will be eligible for consideration. If a candidate is being

considered whose department has no representative on the committee, the department head will appoint a nonvoting representative to the committee. The nonvoting representative must be a tenured member of the faculty. He or she may be of any rank. The department head is eligible to serve as the nonvoting representative. If a faculty member applies for promotion while serving as a member of the committee, that individual must temporarily step down from membership on the committee while his/her application and the applications of all other persons applying for promotion are being considered. During this period, the department head may appoint a substitute representative, who would be entitled to vote.

1.1.3 Committee size. The number of elected members will be based on total full-time faculty equivalents (FTFE) in the college, with one member for each ten FTFE, up to a maximum of eight elected members. Only tenured and tenure-track faculty at the rank of instructor or above will be included in the FTFE total, and the result of the calculation to compute the number of committee members will be increased to the next whole number if the decimal part of the result is 0.50 or larger, subject to the limitation of no more than eight elected members on the committee of any college.

1.1.3.1 Presidential Appointment. One committee member will be appointed by the president upon recommendation by the provost. This presidential appointee is eligible for reappointment once his/her term expires.

1.1.3.2 Terms of Service. Members, including those appointed, will serve staggered three-year terms. Upon expiration of a term of service, members are eligible for re-election or reappointment.

## 1.2 Administrative Review Committee

1.2.1 The Administrative Review Committee is composed of the academic college deans, with the provost serving as nonvoting chair. This committee evaluates candidates for tenure or promotion and recommends to the provost approval or non-approval of each candidate's tenure and/or promotion application. This committee also hears cases related to financial exigency.

## 2. COMMUNICATION OF TENURE CONDITIONS

2.1 Criteria for promotion and tenure are distributed to faculty at new faculty orientation. Academic college guidelines will be posted on the respective college website and will be distributed to all new tenure track faculty within the first month of service at Tarleton.

### 3. TENURE AND TENURE TRACK PROMOTION AND CRITERIA FOR RANK

- 3.1 Admission to the tenured faculty and promotion in rank are not due to any faculty member by right. They are privileges extended by the university community to deserving members. Tenure status for the position should be addressed in the appointment letter, as well as any other requirements stated in the Written Terms of Employment section of [System Policy 12.01, Academic Freedom, Responsibility and Tenure.](#)
- 3.2 Promotions in academic rank and tenure are awarded to faculty who make continuing contributions in three general areas: teaching, scholarly and creative activities, and service. It is important that the faculty have a common understanding about the meaning of the criteria and their relative applicability. While the relative weight given to each of the three categories may differ based upon position description among colleges or among academic departments within colleges, the university expectation is that applicants will provide clear evidence of professional productivity and achievement in all three categories and the evidence provided in each category will meet or exceed the expectations of the applicant's peers at the department and college level. The dean of each academic college maintains guidelines which may be specific to each discipline within the college. Development of guidelines for the granting of tenure will be made in accordance with System Policy 12.02, Institutional Procedures for Implementing Tenure, section 3.
- 3.3 In awarding tenure or promotion, the faculty member's professional and scholarly/creative expertise will be weighed against present and future needs of the university, with the number of faculty in each rank being a legitimate matter of concern.
- 3.4 A decision on granting tenure will not be made unless the faculty member has attained the rank of associate professor or will be promoted to associate professor concurrently with the granting of tenure. Application for promotion to associate professor includes application for tenure.
- 3.5 The education and experience listed in the academic college guidelines constitute the threshold requirements for tenure and promotion decisions but are not the sole basis for evaluation. Final decisions relative to tenure and promotion shall also include other factors, such as professionalism; collegiality; strong student, peer, and departmental evaluations; and documented evidence of suitability to the unique role of the individual faculty member within the department, college, and university.

### 4. FACULTY PROMOTION AND TENURE REVIEW AND APPROVAL

- 4.1 Promotion, and promotion and tenure review of teaching, scholarly and creative activities, and service will use the criteria listed in the academic college guidelines.

- 4.2 Faculty who hold joint appointments with other departments or with other system agencies shall be informed of the criteria for evaluation that apply to their shared activities, and appropriate consideration will be given to those activities.
- 4.3 All tenure recommendations shall include peer review of the faculty member's record of professional achievement, with the type of review determined by each academic discipline. Specific requirements are included in the academic college guidelines.
- 4.4 Tenure track faculty will normally have a probationary period of six years to achieve tenure.
- 4.4.1 This probationary period may, at the university's option, include appropriate full-time service at other institutions of higher education, even if the inclusion of such service extends the total probationary period in the academic profession beyond the normal maximum of six years. Any credit for prior service shall be agreed upon in writing at the time of employment.
- 4.4.2 The probationary period for a faculty member on tenure-track may be extended beyond six years upon petition by the faculty member, a concurring recommendation by the appropriate department head and dean, and approval by the provost. An extension may be approved when a faculty member encounters extenuating circumstances that may seriously impede his or her progress toward tenure and promotion. Normally, the probationary period shall be extended for one year; however, a longer period may be requested for compelling circumstances.
- 4.4.3 Tenure is granted by the Board of Regents upon recommendation of the president. Promotion is granted only by the system chancellor upon recommendation of the president.
- 4.4.4 At the conclusion of the final year of the probationary period, the provost's office will notify the faculty member in writing of a decision regarding the granting or denial of tenure in accordance with System Policy [12.01, Academic Freedom, Responsibility and Tenure.](#)
- 4.5 All tenured, tenure track, and non-tenure track faculty will be evaluated annually as described in [Tarleton SAP 12.99.99.T0.01, Performance Development and Evaluation of Faculty.](#)
- 4.5.1 A post-tenure review will be conducted every five years for tenured faculty to gauge the productivity of the individual and encourage a high level of sustained performance as described in [System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness.](#)
- 4.5.2 Tenure track faculty will have a tenure-related evaluation during the first year, second year, and mid-point of the probationary period. Tenure track faculty will also have an in-depth tenure review that will be completed by March 1<sup>st</sup> of the fourth year. That fourth year tenure review may be used in

lieu of a detailed annual review; however, annual goals must still be established.

- 4.5.3 If performance of a faculty member seeking tenure does not show progress toward meeting institutional expectations, action should be taken to non-reappoint the individual on the basis of annual performance reviews prior to the final tenure review. This decision will be communicated to the faculty member by the appropriate department head.
- 4.6 Faculty members meeting the education and experience for promotion to the next academic rank must complete and submit an official application package for promotion/tenure with supporting information to their department head for review. A summary of the student evaluations for classes taught during the past three years must be included with the application package. See academic college guidelines for specific information.
  - 4.6.1 Promotion from lecturer to instructor requires the completion of the teaching section of the application package.
  - 4.6.2 Promotion from instructor to assistant professor requires at least the completion of the teaching and service sections of the application package.
  - 4.6.3 Promotion and tenure from assistant professor to associate professor requires the completion of all sections of the application package.
  - 4.6.4 Promotion from associate professor to professor requires the completion of all sections of the application package.
- 4.7 The faculty member's department head will review the application package and make a recommendation for promotion, or promotion and tenure, as appropriate. The department head will evaluate each candidate relative to other candidates and other faculty in the department as appropriate.
  - 4.7.1 When a department head applies for tenure or promotion, the evaluation is conducted by the dean for that department head. All other requirements of this procedure will be followed as written.
  - 4.7.2 The department head will add a summary of faculty performance and a recommendation to the application package and forward to the College Review Committee for review and recommendation.
- 4.8 Each undergraduate college has a College Review Committee (CRC) which will review the application package and supporting documentation for each candidate from the college. The committee prepares individual summary sheets and takes action to recommend, favorably or unfavorably, candidates under consideration. These summary sheets are collected with any CRC comments and, along with the CRC vote, submitted to the dean for consideration by the Administrative Review Committee.

- 4.8.1 All formal voting is by secret ballot, with only the composite decision of the committee sent forward to the provost, along with each candidate's complete dossier.
- 4.9 The dean prepares a summary of faculty performance and a recommendation for each candidate, including the results of the secret ballot vote, and forwards, along with any CRC comments, to the provost for consideration by the Administrative Review Committee.
- 4.10 The Administrative Review Committee reviews the candidate's application package, dean's summary and recommendations, along with any associated comments, and makes recommendations to the provost, either favorably or unfavorably, regarding the application for promotion or promotion and tenure. The committee's recommendations are based upon previous ratings and recommendations and upon college and university needs and goals. All voting is by secret ballot.
- 4.11 The provost reviews the recommendations of the Administrative Review Committee and based upon the needs, goals, and resources of the university, forwards a recommendation for each candidate to the president, accompanied by a summary of the respective recommendations.
- 4.12 The president submits tenure and promotion recommendations to the chancellor and the Board of Regents for final approval and confirmation.
  - 4.12.1 In the event the president reverses a recommendation made by the provost, the president will inform the provost, in writing, the basis for the recommendation.
- 4.13 Following the tenure approval by the Board of Regents and/or promotion confirmation by the chancellor, the decision for tenure or promotion will be conveyed in writing to the individual faculty member as soon as possible.
  - 4.13.1 Decisions in favor of tenure or promotion are normally provided by the president.
  - 4.13.2 Decision of non-reappointment is normally provided by the provost. This communication will be a simple statement to that effect and will not include any of the reasons for that decision.

## 5.0 NOTICE OF TENURE DECISIONS TO FACULTY

- 5.1 The official decision regarding the granting of tenure by the Board of Regents will be conveyed in writing to the individual faculty member as soon as possible after the board has voted to confer tenure. This communication will normally be provided by the president.
- 5.2 In the same manner described in section 4.13.2, a decision of non-reappointment will be provided to the faculty member as soon as that decision has been reached. All issues related to non-reappointment of non-tenured faculty members will be

handled according to the procedures outlined in [System Policy 12.01, Academic Freedom, Responsibility and Tenure, section 7.](#)

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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](#)

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

[Tarleton SAP 12.99.99.T0.01, Performance Development and Evaluation of Faculty](#)

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## **Contact Office**

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