SAP 12.01.99.T1.01 Establishing Criteria for Tenure and Promotion

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Procedure Summary

This standard administrative procedure (SAP) supplements The Texas A&M University System (system) Policy *12.99.01, Academic Freedom, Responsibility and Tenure*, Regulation *12.01.01, Institutional Rules for Implementing Tenure*, and Tarleton Rule *12.01.99.T1, Implementing Tenure and Promotion*, and establishes procedures for creating, reviewing, editing, approving, and publishing the criteria for tenure and promotion for academic colleges, and where appropriate, academic schools and departments, at Tarleton State University (Tarleton or university).

Procedure

1. GENERAL

    1.1. Criteria for tenure and promotion are designed to provide a common standard of evaluation for purposes of tenure and promotion. Procedures to create, review, and/or revise the criteria for tenure and promotion shall be consistent with practices of shared governance between administration and faculty.

2. TENURE AND PROMOTION CRITERIA REVIEW COMMITTEES

    2.1 The Tenure and Promotion Criteria Review Committees (TPCRC) are the bodies charged with creating, reviewing, revising, and recommending criteria for tenure and promotion to the dean of each respective academic unit. TPCRCs may create subcommittees to consider the criteria for teaching, research/scholarship, and service. TPCRCs are normally created to serve an entire academic college, but in cases where academic schools and/or departments have criteria for tenure and promotion specific to the unit, these units may also have their own Tenure and Promotion Criteria Review Committee, as approved by the college dean.

        2.1.1 The process of creating or revising tenure and promotion criteria at the school or department level shall match the process for creating or revising criteria at the college level, with the appropriate level of administration, such as school dean, associate dean, or department head, serving in place of the dean's role. The college dean and provost must approve all school and department criteria.

2.2 TPCRCs Membership

2.2.1 TPCRCs shall have no fewer than five members, with the size of the committee being set by the dean, who shall take into consideration the representative nature of the committee given the size of the college or unit. TPCRCs for departments shall have no fewer than three members.

2.2.2 Faculty serving on TPCRCs shall hold academic rank appropriate to the criteria being reviewed:

2.2.2.1 Teaching: Faculty who have been promoted in rank at least once may serve on the TPCRC to consider the criteria for teaching. This includes associate professor, senior instructor, professional associate professor; associate clinical professor, etc.

2.2.2.2 Research/Scholarship: Faculty who are tenured and hold the rank of associate professor or higher.

2.2.2.3 Service: Faculty who have been promoted in rank at least once may serve on the TPCRC to consider the criteria for service. This includes associate professor, senior instructor; professional associate professor; associate clinical professor, etc.

2.2.3 At least one faculty member from each department of a college, selected by a department-wide anonymous vote of full-time departmental faculty, shall sit at large on the TPCRC. Because Faculty Advisory Council has designated members on the committee, members of the Faculty Advisory Council may not also serve as departmental representatives on the TPCRC. Faculty who have a 50% or greater administrative appointment are not eligible to serve. Elections are conducted by the Provost's Office.

2.2.4 Two faculty Advisory Council members from each college, as selected by the college's members of the Faculty Advisory Council, will sit at large on the TPCRC. Faculty Advisory Council members on the TPCRC serve as liaisons to the Faculty Advisory Council's officers and apprise them of processes and actions taken by the TPCRC.

2.2.5 TPCRCs shall include representation from both tenured and fixed term faculty. If the election of members does not result in both tenured and fixed term representatives being elected, the dean's office may include the highest vote-recipient(s), up to two, from the ranks of the unrepresented category.

2.2.6 A non-voting department head or associate dean may be selected by the college's dean and serve ex-officio on the college TPCRC. For academic school TPCRCs, the non-voting member may be a department head.

2.2.7 The committee chair shall be selected through a nomination and vote of the voting members of the committee.

3. CREATING NEW OR REVISING EXISTING COLLEGE TENURE AND PROMOTION CRITERIA

3.1 Initiation of the review process

3.1.1 Upon the creation of a new academic college, new tenure and promotion criteria shall be created. If the new college is created by removing units from an existing college, the college from which the units were taken must also review its existing criteria for appropriate fit for its new configuration. If the existing criteria are no longer appropriate, the former college must revise its criteria. These processes should take place within one year of the new college's operation.

3.1.2 A review of the criteria for teaching, research/scholarship, and service, will take place every three years, as initiated by the provost, who will provide the TPCRC with its charge in writing; the college dean may provide specific college guidance to the committee.

3.1.3 Outside of the normal cycle of review, requests to initiate a review of criteria may be made in writing to the provost. The decision to initiate a review is at the discretion of the provost.

3.1.4 To be initiated by college faculty, a review must have support of the majority of the college's voting full time faculty. Voting must be anonymous and conducted by Office of the Provost.

3.1.5 External to Tarleton, tenure and promotion criteria/policy change recommendations or requirements may be enacted by the State of Texas or the system. In this case, these recommendations shall be documented and provided to the entire Tarleton faculty community prior to the initiation of the change process.

3.2 Gathering Meaningful and Open Feedback. Faculty input shall be gathered by the TPCRC using a variety of flexible means, including electronic surveys and other virtual and in-person communications opportunities.

3.2.1 The TPCRC shall schedule and host at least two town halls per college throughout the process to allow faculty discussions and elevate concerns. These events shall take place without administration's presence. At least one member of the TPCRC shall attend each town hall to lead the discussion and take appropriate notes.

3.2.2 Anonymized results from town halls, surveys and any other feedback opportunities organized by the TPCRC will be communicated to all faculty in the college and submitted to the TPCRC and dean for consideration.

3.3 The TPCRC's draft recommendations shall be delivered to the dean of the college, who, in consultation with the provost and the college leadership, shall submit feedback on the draft to the TPCRC.

3.4 Upon the recommendation of the dean and consent of the provost, the TPCRC shall initiate a vote of the faculty on the draft recommendation. Voting shall be electronic and anonymous and conducted by the Office of the Provost. Acceptance is based on a majority vote of all eligible faculty. Proxy voting is not allowed.

3.4.1 All full-time faculty are eligible to vote on criteria for teaching and service; tenured and tenure-track faculty are eligible to vote on criteria for research and scholarship. Voting eligibility is inclusive of faculty with administrative appointments.

3.4.2 Ballots shall provide the opportunity for open-ended feedback.

3.5 Upon a positive vote to accept the draft, the draft shall be transmitted from the dean to the provost for final approval. If approved, the recommendation takes effect the next fall semester. If not approved, the recommendation is returned to the college dean with specific concerns identified.

3.6 In the event of a negative faculty vote on the draft, the draft will be returned to the TPCRC for additional feedback and revisions. The TPCRC will then follow processes outlined in 3.3 and 3.4 within 30 calendar days of the negative vote.

3.6.1 If the 2nd faculty vote is not to accept the draft, attempts to reach consensus will be made. The final decision to approve the criteria for promotion and tenure is made at the discretion of the college leadership and provost.

3.7 All active versions of criteria are housed on the Office of Academic Affairs' website.

4. CONSISTENCY

4.1 Consistency with College Policies and Criteria: College level criteria serve as the standard for all tenure and promotion criteria proposed and approved at the school or department levels within the college. As such, tenure and promotion standards for a specific school or department may exceed but may not be lower than the criteria approved for the college. All school and/or department criteria must be recommended by the college dean before submitting to the provost for approval.

4.2 Consistency with System Policy: All criteria for promotion and tenure at Tarleton must meet or exceed any expectations required by system policy.

4.3 Best Practices. Recommendations for criteria for promotion and tenure shall be informed by national trends, criteria established by the system, relevant programmatic accrediting organizations, peer and aspirant institutions, and independent standards, for evidence that the change is in line with university goals and is sustainable with current faculty workload.

5. IMPLEMENTATION OF NEW CRITERIA

5.1 Tenure and Promotion to Associate Professor. Faculty will be evaluated by the criteria that were in place during their first semester as a probationary faculty member. If a faculty member prefers to be evaluated under newer criteria, they may make that request in writing to their department head.

5.2 Promotion and Post-Tenure Review. Unless requested in writing to their department head to be evaluated under new criteria, faculty eligible for promotion in rank or scheduled for post-tenure review will continue to be reviewed with the previous criteria until the earliest of the following events occurs:

5.2.1 upon completion of five years since their first year of employment at Tarleton for non-tenure-track faculty or faculty who were hired with tenure; or

5.2.2 upon completion of their next review, either for promotion or post-tenure review.

6. MINOR REVISIONS TO EXISTING CRITERIA

6.1 Minor changes that are editorial in nature and do not change criteria or its intent may be made by the college dean, with communication of changes provided to all faculty and administrators in the college and to the provost and dean of faculty. Examples of non-substantive changes include but are not limited to correcting position titles that may be identified in the criteria, department names, typographical errors, or formatting.

6.2 If deemed necessary, language of the criteria may be clarified, with the dean working in consultation with the TPCRC and Office of the Provost. Communication of changes for clarification will be provided to all faculty and administrators in the college, and to the provost.

Related Statutes, Policies, or Requirements

System Policy 12.01, *Academic Freedom, Responsibility and Tenure*

System Regulation 12.01.01, *Institutional Rules for Implementing Tenure*

Tarleton Rule 12.01.99.T1, *Implementing Tenure and Promotion*

Supersedes Tarleton SAP 12.01.01.T1.01, *Establishing Criteria for Tenure and Promotion*

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