



MIDWESTERN STATE UNIVERSITY

## Operating Policies & Procedures Manual

### University Operating Policy/Procedure (OP)

#### OP 06.05: Faculty Tenure and Promotion

**Approval Authority:** Board of Regents  
**Policy Type:** University Operating Policy and Procedure  
**Policy Owner:** President's Office  
**Responsible Office:** Provost and Vice President for Academic Affairs  
**Next Scheduled Review:** 08/01/2024

#### I. Policy Statement

In keeping with the mission of Midwestern State University ("MSU" or "University") to strengthen academic quality and reputation, faculty tenure and promotion is an essential guiding principle and process. Tenure and promotion also incentivize the University's strategies to promote excellence in teaching, scholarship, and service.

#### II. Reason for Policy

This Operating Policy/Procedure (OP) describes the process by which members of the faculty employed in a full-time tenure track position at MSU achieve academic tenure and/or promotion.

#### III. Application of OP

This OP applies to all full-time tenure track faculty, administrators with tenure track appointments being considered for promotion and tenure, and all those involved in the process.

#### IV. Definitions

For purposes of this OP:

***College Tenure and Promotion Committee*** - Consists of at least three tenured members of the faculty holding the rank of associate or full professor with a record of continuing professional activity. Whatever the total, there must be an odd number of members on the College Tenure and Promotion Committee. At the discretion of the College Dean, the committee may be either elected by the college faculty or appointed by the College Dean based on recommendations from the College Council. Representatives will serve two-year staggered terms. In the event that one of those serving is being considered for promotion, an alternate will be selected to serve one year of the term. The College Dean may not serve on the committee. The Department Chair may not serve on the committee.

if a faculty member from that department is being considered for promotion and/or tenure. No member of the College Tenure and Promotion Committee may serve concurrently on the University Tenure and Promotion Committee. The committee will elect a chair from among its members.

***University Tenure and Promotion Committee*** – Consists of tenured members of the faculty holding the rank of associate or full professor with a record of continuing professional activity. Each college shall be represented by one tenured committee member for each twenty line-item, full-time positions, or major fraction thereof. All members of the committee are elected within their college for two-year staggered terms. In a college with two or more representatives, the terms of college representatives will be staggered. No academic department may have more than one elected representative. In the event that one of those elected is being considered for promotion, an alternate will be elected from that college to serve one year of the term. No faculty member can serve more than two consecutive terms. The committee may not include College Deans, the Provost and Vice President for Academic Affairs, or the University President. A Department Chair may serve on the committee, provided that no faculty member from that chair's department is being considered for tenure and/or promotion. No member of the University Tenure and Promotion Committee may serve concurrently on the College Tenure and Promotion Committee. When the committee is convened each year the first duty of the committee is to elect its chair from members serving the second year of the two-year term.

***Portfolio*** – Means a collection of documents submitted by a faculty member in the promotion and tenure process. This type of portfolio would include, for example, summative information of the faculty member's work as a scholar, including research progress, teaching experience and accomplishments, and record of academic service.

***Terminal Degree*** – Refers to the highest academic degree that can be awarded in a particular field. The University's college deans will initiate discussions in their college on which degrees will be considered terminal and forward their recommendations to the Provost and Vice President for Academic Affairs who forward such recommendations to the President who will rule on the recommendations. The list is maintained in the Office of the Provost and Vice President for Academic Affairs.

## **V. Procedures and Responsibilities**

### **A. Introduction**

The granting of tenure means that the faculty member is considered to be an asset to this academic community, especially to the discipline in which he or she teaches. Tenure is the assurance that an experienced faculty member may expect to continue in the present academic position unless financial exigency or adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process (OP 06.07). A major tenet of the tenure system is the assurance of academic freedom within the context of academic responsibility. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a reciprocal commitment by the faculty member to the goals and mission of the University.

Promotion in rank is recognition of the achievements of the individual being

considered for promotion. In addition, advancement in rank signifies expectation of continuing professional growth, greater achievement, and assumption of increasing responsibility on the part of the individuals thus distinguished.

## **B. Periodic Review of Tenure and Promotion Policies**

The Tenure and Promotion Policy will be comprehensively reviewed once every five years. The review will be undertaken by a representative Tenure and Promotion Policies and Procedures Review Committee, which will be an ad-hoc committee in the university whose members are appointed by the President of the University following nomination by the Provost and Vice President for Academic Affairs in consultation with college deans and the chair of the Faculty Senate during the spring prior to the committee's review. The Tenure and Promotion Policies and Procedures Review Committee will elect its chair and review current guidelines to determine if changes are needed. During the review process it will solicit opinions concerning possible revisions from the University Tenure and Promotion Committee, the Faculty Senate, College Deans, Department Chairs, and College Tenure and Promotion Committees. Assessing information from these sources in the context of its own views, the Tenure and Promotion Policies and Procedures Review Committee will, if necessary, draft recommendations for change. The Tenure and Promotion Policies and Procedures Review Committee will report to the Provost and Vice President for Academic Affairs. Committee recommendations will be discussed by the Senate and the Academic Council before being submitted to the President and Board of Regents.

## **C. Tenure and Promotion Eligibility Requirements and Criteria**

### **1. Definition of Terminal Degree**

Deans will initiate discussions in their college on which degrees will be considered terminal and forward their recommendations to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will forward these recommendations to the President who will rule on the recommendations. The list will be maintained in the Office of the Provost and Vice President for Academic Affairs.

### **2. Tenure**

#### **Eligibility Requirements**

- a. The faculty member must have completed a minimum of four (4) years of full-time academic experience in higher education at the rank of Assistant Professor or above before being eligible for application for tenure. Two of the four years may be awarded for experience at another institution. The award will be decided at the time of employment and included in the contract. Two of the four years may be awarded for experience at Midwestern State University in a full-time non tenure-track position at the rank of assistant professor or above. NOTE: If the contract for a faculty member hired prior to the implementation of this policy reads that he/she may choose to apply for tenure during his/her fourth year, that agreement will be honored under the new policies and procedures.

Faculty members may apply for tenure during their fifth and/or sixth year. Faculty members who are not awarded tenure at the beginning of their seventh year will be given a terminal contract for the seventh year.

Under extenuating circumstances not under the control of the faculty member, the President, after consulting the relevant chair, dean, and the Provost and Vice President for Academic Affairs, may extend the probationary period.

- b. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing, with accompanying justification, by the College Dean, Provost and Vice President for Academic Affairs, and President. If a bachelor's degree is the highest degree available in the discipline, a faculty member must have completed a related master's degree approved in writing by the College Dean, Provost and Vice President for Academic Affairs, and President.

#### Criteria To Be Met

##### Guiding Principle

- c. Teaching -- The faculty member must meet criteria V.D.2.a – d.
- d. Research and Scholarly Activity -- The faculty member must demonstrate active research, including research beyond the institutional level. The faculty member must meet criteria V.D.3.a.
- e. Service
  - (1) Service to the University -- The candidate must meet the criteria V.D.4.a (1 or 2).
  - (2) Service to the Profession/Community -- The faculty member must meet criteria V.D.4.b (1 or 2).

### 3. Promotion from Instructor to the Rank of Assistant Professor

#### Eligibility Requirements

- a. The faculty member must have completed a minimum of seven years of full-time academic experience in higher education (two of which may be awarded for experience at another institution) before being eligible for application for promotion to assistant professor.
- b. The faculty member must have completed a master's degree (not the highest degree available in the discipline of his/her primary teaching responsibility).

NOTE: If a faculty member with the rank of instructor completes the highest degree in his/her discipline, the applicant will become eligible for promotion to assistant professor the beginning of the next academic year following documented completion of all requirements.

## Criteria To Be Met

### Guiding Principle

- c. Teaching -- The faculty member must meet criteria V.D.2.a - d.
- d. Research and Scholarly Activity -- The faculty member must criteria V.D.3.a.
- e. Service
  - (1) Service to the University -- The faculty member must meet criteria V.D.4.a (1 or 2).
  - (2) Service to the Profession/Community -- none required.

#### 4. Promotion to the Rank of Associate Professor

##### Eligibility Requirements

- a. The faculty member must have completed a minimum of four (4) years of full-time academic experience in higher education at the rank of Assistant Professor or equivalent experience in the field before being eligible for application for promotion to associate professor. Two of the four years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and Vice President for Academic Affairs and the President for final approval. The award will be decided at the time of employment and included in the contract.
- b. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost and Vice President for Academic Affairs, and President.

*Faculty with Non-Terminal Master's Degrees:* Faculty members on contract at MSU who earned tenure with a non-terminal master's degree under an earlier system of tenure and promotion may still invoke the following policy concerning promotion to associate professor:

NOTE: A faculty member holding a master's degree when it is not the highest degree in the field of primary responsibility may be considered for promotion to associate professor if he/she

- (1) Has completed a minimum of thirty (30) hours of course work beyond the master's degree in the subject matter area that has been approved in writing by the College Dean, Provost and Vice President for Academic Affairs, and President.

And

- (2) Has a minimum of ten (10) years of full-time teaching experience in higher education.

And

- (3) Has exhibited significant evidence of continued scholarly and professional development. This development should demonstrate a professional competence equivalent to that required to earn the highest degree in the field.

#### Criteria To Be Met

#### Guiding Principle

- c. Teaching -- The faculty member must meet criteria V.D.2.a – d.
- d. Research and Scholarly Activity -- The faculty member must demonstrate active research, including research beyond the institutional level. The faculty member must meet criteria V.D.3.a.

It is expected that, continually and progressively, the faculty member seeking promotion from assistant to associate professor will compile convincing evidence that he/she is working as a productive and active scholar/creative artist.

- e. Service
  - (1) Service to the University -- The faculty member must meet criteria V.D.4.a (1 or 2).
  - (2) Service to the Profession/Community -- The faculty member must meet two of criteria V.D.4.b (1 or 2).

### 5. Promotion to the Rank of Professor

#### Eligibility Requirements

- a. The faculty member must have completed a minimum of five (5) years of full-time academic experience in higher education at the rank of Associate Professor or equivalent experience in the field before being eligible for application for promotion to professor. Three of the five years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and Vice President for Academic Affairs and the President for final approval. The award will be decided at the time of employment and included in the contract.

The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily a doctoral degree but possibly a master's degree if it is acknowledged to be the highest degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President. If a bachelor's degree is the highest degree available in the discipline, a faculty member must have completed a related master's degree approved in writing by the College Dean, Provost, and President.

### Criteria To Be Met

- b. Teaching -- The faculty member must meet criteria V.D.2.a – d.
- c. Research and Scholarly Activity -- The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criteria V.D.3.a and b.
- d. Service
  - (1) Service to the University -- The faculty member must meet criteria V.D.4.a (1 and 2).
  - (2) Service to the Profession/Community -- The faculty member must meet criteria V.D.4.b (1 and 2).

## D. Evaluation Categories and Criteria

### 1. Guiding Principle

Faculty members should conduct themselves in a respectful, civil, and courteous manner with other faculty, staff, administrators, and students in attaining the goals of the department, college, and University. Faculty should not address this guiding principle in the APR narrative or the narrative of the tenure and promotion application. Instead, the department chair will evaluate each faculty member as part of the Annual Personal Report. The included APRs in the application will provide evidence of meeting this guiding principle.

### 2. Teaching

Quality and effectiveness in teaching as demonstrated through course design, instruction, continuing development, and collegiality, are expected for consideration in tenure and promotion decisions. Submitted materials *must* include: (i) a statement of the faculty member's teaching philosophy, (ii) copies of the Annual Faculty Personal Report and Evaluation for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years, including a copy of grade distributions and course evaluations, (iii) representative copies of course syllabi, (iv) a summary of student evaluations of the faculty member for the past five years or for every year on contract if the faculty member has served for fewer than five years, and (v) a summary and explanation of grade distributions for each course taught. Additional materials representative of teaching effectiveness beyond those suggested above, such as peer evaluations, *may* also be included.

All supporting documentation should be inserted in Section 4 of the portfolio.

#### a. Course Design

Faculty members should demonstrate the practical application of their teaching philosophy into course design and excellence in instruction. To this end, they should demonstrate the ability to develop and implement pertinent and applied course objectives; design a coherent and appropriate series of class topics and exercises; utilize instructional approaches that encourage



independent and critical thinking; and create suitably rigorous course assignments/assessments appropriate to the course level.

In addition, faculty members should explain how they use student learning outcomes and measures of student learning in their courses to shape and/or adapt their approach to teaching their subject matter.

Faculty members who promote diversity in their course content, modify instruction for diverse populations or to include multi-cultural or diversity topics, and/or develop new courses focused on diversity, equity and inclusion topics and issues should make special notation of this work as a furthering of MSU Texas' commitment to DEI.

Supporting documentation may include examples of syllabi, class assignments, field trips, debates, papers, bibliographies, case analyses, student performances, etc. The documentation should point to the faculty member's ability to present topics in a clear, organized, and enthusiastic manner; to explain and apply abstract ideas and theories; to motivate students to work and participate in course activities; and to present a researched and informed treatment of subject matter. Faculty members will use three specific courses to exemplify their skills in this area.

b. Out of Class Academic Support

Faculty members will provide specific examples of out-of-class academic support of students by offering regular and meaningful feedback on student academic work, providing effective out-of-class instruction/supervision, completion of research related to coursework, independent studies, and/or being available to students outside of class (i.e. faculty supervision of EURECA).

c. Continuing Development

Faculty members will continuously develop their pedagogical and professional knowledge and, where appropriate, incorporate this knowledge into their teaching. Faculty should provide examples of professional knowledge and teaching development (e.g. professional readings, conference attendance, participation in continuing education seminars, acquisition of professional certification, and successful completion of advanced coursework). Faculty members will provide two to three specific examples of how this knowledge informed their teaching and learning.

d. Collegiality

Where applicable, faculty should demonstrate that they work with colleagues to effectively coordinate and collaborate on curricular matters. Collegiality may be demonstrated through team teaching; interdisciplinary teaching; demonstrating willingness to teach at odd times and in a variety of formats (e.g. online and other distance courses, concurrent courses, and honors courses); volunteering to develop and teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; presenting guest lectures when appropriate; substituting and/or guest teaching for peers when the need arises; relating to others in a respectful and



courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; contributing to the development of common syllabi; sharing resources; and following prescribed curricula.

### 3. Research and Scholarly Activity

#### Research and Scholarly Activity

Consistent with its mission, Midwestern State University recognizes that scholarship may take diverse forms depending on the discipline.

Traditional forms include (i) ongoing research through continuing publication of books, textbooks, book contributions, and articles in refereed journals in the faculty member's field (printed or electronic), or refereed conference proceedings (ii) presentations of papers at professional meetings, (iii) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (iv) scholarly achievement in the professional disciplines.

Applied forms include such activities as (i) basic research conducted for immediate practical application rather than for publication, (ii) the integration of information across disciplines or research accomplished to assist organizations, (iii) special pedagogical applications of existing or original research, (iv) application of existing or original research to artistic pursuits and projects, (v) special applications of technology to scholarly or artistic endeavors, (vi) development of educational materials and/or software, and (vii) primary responsibility for collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies (include a letter from chair/dean to document and support)

Creative forms may be either traditional or applied in nature, so they may include any of the above and/or other activities as defined in the college and departmental guidelines.

In addition to the forms listed above, faculty may include (1) documentation of internal or external research grants (including authoring of substantial unsuccessful grant requests) and (2) research/creative projects involving students where both the faculty member and student serve as authors. (Supervision of student research outside of faculty publication or presentation falls under the area of service.)

College and departmental guidelines define and clarify traditional or applied research and creative endeavors more specifically for the faculty member's particular discipline.

All supporting documentation should be inserted in Section 5 of the portfolio.

#### a. Scholarly and Creative Activities

Faculty members should show consistent scholarly/creative involvement through regular completion of traditional research, creative activity, applied endeavors, grant writing and/or presentations. Traditional research, creative activity, and applied endeavors should demonstrate intellectual breadth or depth as well as originality and creativity. Intellectual breadth may be

documented either by cross-disciplinary involvement or by research activity, artistic endeavors, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavors, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge.

Faculty members may include documentation of internal or external research grants that support their individual scholarly or creative inquiry or that benefit their department, college, or the university. Unsuccessful authoring of substantial grant requests may also be included.

Presentation of papers and/or posters, performances, exhibitions, and workshops at professional meetings should be included here. Participation in the Midwestern State University Faculty Forum may be counted as part of an applicant's presentations.

Faculty members may include research/creative projects/presentations and/or publications involving students if both the faculty member and student serve as authors. Projects in this category should be work done collaboratively with students, not supervision of student work. (Supervision of student research outside of faculty publication falls under the area of service.)

Faculty members who actively conduct research focused on diversity, equity and inclusion related issues should make special notation of this work as a furthering of Midwestern State University's commitment to DEI.

b. **Scholarly and Creative Recognition**

The faculty member's work receives recognition both inside and outside MSU. This recognition may take the form of invited papers, performances, or exhibitions; reprint requests; citations of the faculty member's work in the published literature; awards; and other accolades deemed meritorious by the department or college level. The quality, originality, and creativity of the faculty member's research and scholarly activity will be assessed at each level of review but must be addressed in detail by the College Tenure and Promotion Committee or a recognized group of scholars in the applicant's field.

4. **Service**

Ongoing, meaningful, and collegial service is required of all full-time faculty members at Midwestern State University. Service may be demonstrated on a number of levels: contributions to the faculty member's department, contributions to the college, University-wide involvements, and professional/community efforts.

All supporting documentation should be inserted in Section 6 of the portfolio.

a. **Service to the University**

- (1) Effective participation in and administration of department/college activities.

This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; preparation of government documents; and assistance with collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies. NOTE: *Primary responsibility* (verified in writing by the Chair and/or Dean) for assessment and accreditation activities may be reported as applied research.

- (2) Effective participation within the Midwestern State University academic community. This category may include university committee work; service on Faculty Senate; University-sponsored public service programs; activities as seminars, panel discussions, and judging; and sponsorship of professional or scholarly activities on campus, participation in the formulation of academic policies.

b. Service to the Profession/Community

- (1) Profession – Faculty should make professionally meaningful contributions using their expertise. They should actively engage in professional academic activities, e.g., reviewing and/or refereeing papers for conferences and publications; adjudicating artistic presentations/performances; serving on the editorial boards of professional or scientific organizations/journals; consulting in one's area of expertise; and/or evaluating external theses and/or grant proposals, or tenure and promotion applications at other institutions. Other professional activities may include ongoing and active involvement in professional organizations, such as organizing and chairing conference sessions; serving as a state or regional representative; holding offices; and/or serving on regional, state, or national committees. The faculty member should explain how their professional service activities contribute to the betterment of the discipline, profession, and University.
- (2) Community – Faculty should engage in meaningful service to the community that is connected to the mission of Midwestern State University. Faculty members provide such service through community involvement; pro bono consulting for non-profit and for-profit organizations; providing or participating in community clinics and workshops; and/or engaging in other public and community service activities.

Faculty who actively participate in service promoting diversity, equity, and inclusion in the profession and/or community should make special notation of this work as a furthering of MSU's commitment to DEI.

## E. Procedures for Tenure and Promotion Application

Each faculty member is responsible for initiating the process of applying for tenure or promotion in rank. Upon notification of eligibility, the applicant will prepare the portfolio as described below.

Once the application has been submitted, it will continue through a tiered tenure and promotion system to the President of the University and the Board of Regents unless (1) withdrawn by the applicant or (2) there are recommendations against advancement at any two of the first five levels.

## 1. The Tenure and Promotion Application Portfolio

### a. Section 1:

- (1) Letter of notification showing eligibility for tenure or promotion from the Provost and Vice President for Academic Affairs.
- (2) Letters of recommendation and checklists from the Chair of the Department, the College Tenure and Promotion Committee, the College Dean, and the University Tenure and Promotion Committee (to be added by the appropriate individual or committee).
- (3) Departmental and college guidelines (to be added by the Department Chair and College Dean, respectively).

### b. Section 2:

Up-to-date, detailed curriculum vitae showing degrees earned along with dates, teaching experience at various universities along with dates, positions held along with dates, published and unpublished research along with dates, and creative works along with dates.

### c. Section 3:

Applicant's narrative covering all areas (teaching effectiveness, research/scholarly activity, and service).

### d. Section 4:

Relevant information regarding achievements in teaching effectiveness including:

- (1) The applicant's statement of teaching philosophy.
- (2) Copies of the applicant's Annual Faculty Personal Reports and Evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years.
- (3) Summaries of student evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years and an explanation of the grade distribution.
- (4) Summaries of grade distributions for the past five years or every year on contract at Midwestern State University if fewer than five years.

### e. Section 5:

Relevant information regarding achievements in research/scholarly activity.

### f. Section 6:

Relevant information regarding achievements in service.

## 2. Process of Tenure or Promotion Application Consideration

A tiered system is used to evaluate the faculty member for promotion and/or tenure. The faculty member's application for promotion and/or tenure will be reviewed within the context of departmental and college guidelines at the following levels in the order indicated: (1) the Department Chair, (2) the College Tenure and Promotion Committee, (3) the College Dean, (4) the University Tenure and Promotion Committee, (5) the Provost and Vice President for Academic Affairs, (6) the President, and (7) the Board of Regents. A recommendation for or against advancement within the system will be made at each level. The accumulation of two recommendations against advancement as the application proceeds through the first five levels will terminate the process for that year.

The review process will be established according to the official academic calendar and begin with Week One (week of faculty meetings and the week faculty report back to campus in August):

Process Step	Due Date
Notification of Eligibility	May 15 (previous academic year)
Portfolio due to the Department Chair	1st Friday (Week One), Fall Semester
Portfolio due to the Office of the College Dean for transfer to the College Tenure and Promotion Committee	4 <sup>th</sup> Friday, Fall Semester
Portfolio due to the College Dean	8 <sup>th</sup> Friday, Fall Semester
Portfolio due in the Office of the Provost for transfer to the University Tenure and Promotion Committee	12 <sup>th</sup> Friday, Fall Semester
Portfolio due to the Provost	17 <sup>th</sup> Friday, Fall Semester
Recommendation due to the President	2 <sup>nd</sup> Friday of Spring Semester
Recommendation due to the TTU Board of Regents	Last Friday of January

a. Applicant

The applicant will verify that all essential materials are included in the portfolio by completing the [Portfolio Check-Off Form](#) portfolio check-off form and will submit the portfolio to the Department Chair.

b. Department Chair

The Department Chair will initiate the development and periodic review of department-wide guidelines for the evaluation of satisfactory performance and ensure that all departmental faculty members are aware of them. These guidelines shall be in accord with and further detail the relevant college guidelines.

After reviewing the candidate's portfolio, the Department Chair will prepare a separate written recommendation to accompany each evaluation form based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation forms and the portfolio check-off form, add these documents and a copy of the departmental guidelines to the candidate's portfolio, and send a copy of the evaluation forms and written recommendations to the applicant. The chair will forward the portfolio to the College Tenure and Promotion Committee.

If the Department Chair is the candidate, evaluation of his/her portfolio will begin with his/her College Tenure and Promotion Committee. The Department Chair will submit his/her portfolio to the dean by the 1<sup>st</sup> Friday deadline. The Dean will transfer the portfolio to the College Tenure and Promotion Committee by the 4<sup>th</sup> Friday deadline. The Department Chair should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion Guidelines for his/her department. The Department Chair may also mark N/A in the space on the Check-Off Form designated for the Department Chair's evaluation form and written recommendation.

c. College Tenure and Promotion Committee

The College Tenure and Promotion Committee will consist of at least three senior, tenured members of the faculty. Whatever the total, there must be an odd number of members on the College Tenure and Promotion Committee. At the discretion of the College Dean, the Committee may be either elected by the college faculty or appointed by the College Dean based on recommendations from the College Council. Representatives will serve two-year staggered terms. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those serving is being considered for promotion, an alternate will be selected to serve one year of the term. The College Dean may not serve on the committee. The Department Chair may not serve on the Committee if a faculty member from that department is being considered for promotion and/or tenure. No member of the College Tenure and Promotion Committee may serve concurrently on the University Tenure and Promotion Committee. The Committee will elect a chair from among its members.

After reviewing the candidate's portfolio, the Committee will prepare a separate written recommendation to accompany each evaluation form based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation forms and the portfolio check-off form, and add these documents to the candidate's portfolio. The Committee will record the result of its votes, but will not indicate the number of yes and no votes. The Chair will send a copy of the evaluation forms and written recommendations to the applicant and the Department Chair and forward the portfolio to the College Dean.



d. College Dean

The College Dean will initiate the development and periodic review of college-wide guidelines for the evaluation of satisfactory performance and ensure that all college faculty members in the respective college are aware of them. These guidelines shall be in accord with and further detail the criteria defined in this policy.

After reviewing the candidate's portfolio, the College Dean will prepare a separate written recommendation to accompany each evaluation form based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation forms and the portfolio check-off form, add these documents and a copy of the college guidelines to the candidate's portfolio, and send a copy of the evaluation forms and written recommendations to the applicant and the Department Chair. The Dean will forward the portfolio to the University Tenure and Promotion Committee unless there are two negative recommendations within the first three evaluations (Department Chair, College Tenure and Promotion Committee, and College Dean), in which case the College Dean will send the portfolio directly to the Provost and Vice President for Academic Affairs.

If the Dean is the candidate, his/her portfolio will be transferred from the College Tenure and Promotion Committee to the Provost and Vice President for Academic Affairs by the 8<sup>th</sup> Friday deadline. The Provost and Vice President for Academic Affairs will transfer the Dean's portfolio to the University Tenure and Promotion Committee by the 12<sup>th</sup> Friday deadline. As part of his/her initial preparation of his/her portfolio, the Dean should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion guidelines for his/her college. The Dean may also mark N/A in the space on the Check-Off Form designated for the Dean's evaluation form and written recommendation.

e. University Tenure and Promotion Committee

The University Tenure and Promotion Committee will consist of senior, tenured members of the faculty. Each college shall be represented by one tenured committee member for each twenty line-item, full-time positions, or major fraction thereof. All members of the Committee are elected within their college for two-year staggered terms. In a college with two or more representatives, the terms of college representatives will be staggered. No academic department may have more than one elected representative. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those elected is being considered for promotion, an alternate will be elected from that college to serve one year of the term. No faculty member can serve more than two consecutive terms. College Deans, the Provost and Vice President for Academic Affairs, or the University President may not serve on the committee. A Department Chair may serve on the committee, provided that no faculty member from that chair's department is being considered for tenure and/or promotion. No member of the University

Tenure and Promotion Committee may serve concurrently on the College Tenure and Promotion Committee. As it concludes its work, the Committee will annually elect a chair for the next year from those members who are not serving the final year of a two-year term and who are not likely to apply for promotion during the subsequent year.

A candidate's application may be considered only if a representative of the candidate's college is present. After reviewing the candidate's portfolio, the committee will prepare a separate written recommendation to accompany each evaluation form based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation forms and the portfolio check-off form, and add these documents to the candidate's portfolio. The Committee will record the result of its votes, but will not indicate the number of yes and no votes. The chair will send a copy of the evaluation forms and written recommendations to the applicant, the Department Chair, and the College Dean, and forward the portfolio to the Provost and Vice President for Academic Affairs.

f. Provost and Vice President for Academic Affairs, President, and Board of Regents

The Provost and Vice President for Academic Affairs will inform those candidates whose portfolios contain two negative recommendations in writing that the application process has been terminated and send a copy to the Department Chair and the College Dean.

Unless the portfolio contains two negative recommendations, the Provost and Vice President for Academic Affairs, after reviewing the candidate's portfolio, will evaluate the applicant's performance within the context of the departmental and college guidelines, and make a recommendation to the President. The President has the right to review an application that has received two negative votes, reject that recommendation, and submit a positive recommendation to the Board of Regents. Once the President has decided whether or not to forward the application to the Board of Regents, the Provost and Vice President for Academic Affairs will so inform the candidate in writing, with copies to the Department Chair and College Dean. After the Board of Regents has made the final decision, the President will inform the applicant of the Board's decision in writing, with copies to the Department Chair, the College Dean, and the Provost and Vice President for Academic Affairs.

g. Disposition of the Tenure and Promotion Application Portfolio

The portfolio, exclusive of support materials, will be maintained in a permanent archive, in hard copy or on a magnetic medium, as part of the faculty member's permanent personnel file. Supporting material will be returned to the faculty member when the process has been completed.

## **VI. Related Statutes, Rules, Policies, Forms, and Websites**

### **Related Statutes/Rules:**

*Texas Education Code*, Section 51.942 (Performance Evaluation of Tenured Faculty)

**Related Operating Policies:**

[OP 06.04: Academic Freedom and Academic Responsibility](#)

[OP 06.15: Faculty Hiring Procedures](#)

[OP 06.16: Written Terms of Employment for Faculty](#)

[OP 06.17: Faculty Workload](#)

[OP 06.19: Office Hours for Faculty](#)

[OP 06.20: Faculty Performance Review](#)

[OP 06.26: Financial Exigency and Consequent Dismissal of Tenured Faculty Member and/or Dismissal of Non-Tenured Faculty without Full Period of Notice](#)

**Related Resources:**

The University receives guidance from:

AAUP Statement on Professional Ethics adopted in 1966:

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm> (in determining standards for professionalism)

AAUP Statement of Principles on Academic Freedom and Tenure adopted in 1940:

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm> (in ensuring traditional safeguards for academic freedom)

**Related Forms/Attachments:**

[Portfolio Check-Off Form](#)

## VII. Responsible Office(s)

Provost and Vice President for Academic Affairs

Phone: (940) 397-4226

E-mail: martin.camacho@msutexas.edu

## VIII. History

- 10 Nov. 1989: Comprehensive review and renumbering of MSU policies and procedures approved by the MSU Board of Regents that resulted in policy 2.441 being renumbered to 3.119 (Faculty Tenure Policy); 2.442 to 3.120 (Criteria for the Granting of Tenure and Promotion); 2.443 to 3.121 (Standards for Tenure); and 2.447 to 3.125 (Promotion of Faculty).
- 10 Feb. 1995: Changes made dealing with clarification and improvements to policies 3.119 (Faculty Tenure Policy), 3.120 (Criteria for the Granting of Tenure and Promotion), 3.121 (Standards for Tenure), and 3.125 Promotion of Faculty. Revisions to the faculty promotion process included relaxing the requirement of research for tenure and promotion to associate professor and more credit given to professional activities; the responsibilities of the division director and faculty member are now fully outlined; a procedure added whereby a faculty member may be considered for promotion without the endorsement of the division director (division is later changed to mean college or program; and division director to mean dean or chair).

Additionally, the title to policy 3.120 is changed to Definitions for Criteria for the Granting of Tenure and Promotion; and 3.125 is changed to Standards for Promotion.

- 10 Nov. 2000: Name of Policy 3.120 is changed from Faculty Tenure Policy to Faculty Tenure/Promotion Policy. And minor changes are made to related Policy 3.122 (Standards for Promotion) (formerly Policy 2.444).
- 10 Feb. 2006: Revisions include “The president has the right to review an application that has received two negative votes, reject that recommendation, and submit a positive recommendation to the Board of Regents.” Name of Policy 3.120 appears to have changed from Faculty Tenure/Promotion Policy to Faculty Tenure Policy and Promotion Policy.
- 9 May 2008: Revisions include: that faculty members may apply for tenure during their fifth or sixth year; faculty members who are not awarded tenure at the beginning of their seventh year will be given a terminal contract for the seventh year; and a provision is added that in the presence of extenuating circumstances not under the control of the faculty member, the president after consulting with the relevant chair and dean, and the provost, may extend the probationary period.
- 9 May 2014: Changes include completely revising the section (IV) concerning Evaluation Categories and Criteria. Going forward, the *MSU Policies and Procedures Manual* contains a Policy 3.120 – Faculty Tenure and Promotion Policy (2008) and Policy 3.120 – Faculty Tenure and Promotion Policy (2014).
- 5 Aug. 2021: Revised to reflect current practices and faculty expectations. And there is now only one policy (the former policy consisted of two versions: 2008 and 2014).
- 10 Sept. 2021: Minor / non-substantive changes adopted and approved by MSU Interim President James Johnston.
- 19 Jan. 2022: Minor / non-substantive changes to the paragraph immediately preceding the chart in Section V.E adopted and approved by MSU Interim President James Johnston.