

**LANGSTON UNIVERSITY**

**FACULTY  
HANDBOOK**



**Langston – Oklahoma City – Tulsa**

*Approved March 2009*

Certain guidelines shall be followed for termination of employment due to the discontinuance of or change in an educational program:

- Untenured faculty should be terminated before tenured faculty.
- Academic rank should be respected.
- Seniority within academic rank should be respected.
- Affirmative Action guidelines should be observed.
- Tenure, academic rank, and seniority shall be considered within academic departments or major elements thereof.

In those instances where termination is recommended, the terminated faculty member will be given a statement of information upon which the decision was based. The written notice of termination given to the faculty member shall state the effective date of termination. Efforts should be made to give as much advance notice as possible following the decision to change or delete the program. Employment in some other part of the University should be offered whenever reasonably possible.

In the absence of unusual circumstances, in any case of termination of tenured faculty because of a discontinuance of or change in an educational program, the position of the terminated faculty member may not be filled for a period of two (2) years unless and until the released faculty member has been offered reinstatement and a reasonable period of time (usually 30 days) to accept it.

## **Section 4**

### **Promotion and Tenure Guidelines**

*Revised 2007*

#### **4.1**

#### **Introduction**

The promotion and tenure process at Langston University is representative of other regional universities in the Oklahoma state system of higher education. Faculty who demonstrate a sustained record of professional competence in the areas of teaching, scholarly/creative productivity, and professional service are eligible to be considered for promotion to higher academic rank and/or tenure. Each faculty member is personally responsible for monitoring his/her growth and achievement to assure that s/he meets the terms and conditions for consideration of possible attainment of successive higher academic rank. Promotion is neither automatic nor the product of any set formula, i.e. years of service. Tenure is earned through excellence in teaching, scholarly/creative productivity, and professional service. Policies and procedures for promotion and/or tenure at Langston University are set forth in the following sections.

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in two of the three mission areas of the University—teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action by the University.

It is the policy of the University in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

## **4.2**

### **Statement of Purpose**

The purpose of the faculty promotion and tenure document is threefold: (1) To describe the eligibility criteria for promotion and for tenure; (2) To outline the process which the institution employs for evaluating candidates for promotion and tenure; and (3) To provide a guideline for faculty members regarding the procedure for applying for promotion and/or tenure.

## **4.3**

### **Academic Appointments**

## **4.4**

### **Probationary Tenure Track Appointments**

Faculty may be appointed to a probationary tenure track position. Tenure-track appointments are restricted to those individuals who are committed to meeting the eligibility criteria for tenure. All tenure-track appointments are probationary. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be eligible to be reappointed annually during the probationary period. The faculty member may elect within the first three years of service to be released from the tenure-track position and be placed in a temporary non-tenure track position. A faculty member who accepts a tenure-track position extending beyond the first three years of service must proceed for tenure review in the sixth year of service.

## **4.5**

### **Temporary Non-Tenure Track Appointments**

Temporary appointments are those made for a period of one year or less. If the faculty member meets the responsibilities of teaching, scholarly/creative productivity, and service as set forth in the annual professional development plan, the individual may be eligible to be reappointed

annually if the university has a position available. Faculty with temporary non-tenure appointments do not accrue time toward tenure. Faculty with a temporary non-tenure appointment may apply for a probationary tenure track position if available. Time in service as a temporary non-tenure faculty is not applied to the probationary tenure appointment and requires the individual to begin the tenure process at the time the appointment change is made.

#### **4.6**

##### **Academic Rank and Titles**

Full-time faculty are those persons who teach a full credit load each semester. The credit load may vary according to the discipline. However, according to the Oklahoma State Regents for Higher Education full-time faculty (1.0 FTE) teaching in the fall and spring semesters will teach a total of 27 credit hours each year or 12-15 credit hours each semester. Part-time faculty are those individuals who teach less than the full credit load per semester and are designated as a percentage of 1.0 FTE, for example .50 FTE or .25 FTE. Faculty may be appointed to the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Adjunct faculty teach one or two courses on an as-needed basis.

#### **4.7**

##### **Designation of Faculty Status**

In addition to member of the faculty whose primary responsibility is teaching, other University employees are granted faculty status. Librarians and research and extension scientists are designated as members of the faculty. Administrators with teaching experience may have faculty status as to their non-administrative roles. Faculty status may also be granted to other individuals whose primary responsibility is not teaching in accordance with the standard procedures prepared by the Vice President for Academic Affairs, after consultation with the School Deans and after approval by the President of the University.

#### **4.8**

##### **Determination of Appropriate Academic Credentials**

A prerequisite appointment for initial appointment to a faculty position is the attainment of a graduate or professional degree related to the area of academic focus for the individual. (For example, A Master of Library Science would be viewed as a terminal degree for that field). Doctoral or terminal degrees are preferred. A Master's degree is acceptable for initial appointment to the faculty ranks of Instructor or Assistant Professor. Appointment or promotion to the faculty rank of Associate Professor and higher requires the faculty member to possess a doctorate or terminal degree in the area of academic focus for the individual.

Faculty members with the following academic credentials hold a doctorate in an area of specialization: Doctor of Philosophy, Doctor of Education, Doctor of Musical Arts, Doctor of

Business Administration, Juris Doctor, Doctor of Medicine, Doctor of Physical Therapy, and Doctor of Nursing.

Only earned degrees from nationally or regionally accredited or internationally recognized institutions are considered when determining appointments, promotion, tenure, or other personnel action.

#### **4.9**

##### **Instructor**

The Instructor rank is a temporary faculty appointment. The appointment is eligible for renewal if the faculty member meets the performance requirements. There is no obligation on the part of the faculty member or the university to continue employment beyond the stipulated period. Persons appointed as instructors are not eligible for tenure consideration. The years of service as an instructor are not counted toward tenure. Appointments to the rank of Instructor are for one year only and there is no expectation of future employment by the University conferred on such positions.

#### **4.10**

##### **Assistant Professor**

Assistant Professors can either be on a probationary tenure track or on a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is made at the time of recruitment of the faculty member and will be clearly stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Appointments to the rank of Assistant Professor require a Master's degree in the field/discipline in which the individual is appointed to teach. Faculty with probationary tenure track appointments shall demonstrate that they are actively working toward satisfying the requirement for tenure. Years of service at the rank of Assistant Professor are counted toward tenure for individuals with probationary tenure track appointments.

#### **4.11**

##### **Associate Professor**

The Associate Professor is of high academic rank. Associate Professors shall hold an earned doctorate degree or its equivalent in the academic field/discipline or in a suitably related area in which the individual will teach. An Associate Professor shall have demonstrated outstanding ability in teaching, scholarly/creative productivity, and service.

Associate Professors can either have a probationary tenure track or a temporary non-tenure track appointment. The decision as to whether a position is tenure track or non-tenure track in nature is

made at the time of recruitment of the faculty member and will be clearly stated in the letter of offer to a prospective faculty member. In either case, the faculty member is evaluated annually and is eligible for consideration for reappointment providing the faculty member meets the professional standards set by the department, the school, and the university. Faculty with probationary tenure track appointments shall demonstrate they are actively working toward satisfying the requirement for tenure. Years of service at the rank of assistant professor are counted toward tenure.

#### **4.12**

##### **Professor**

Appointment or promotion to the rank of Professor implies professional recognition for excellence in his/her field of specialization in the areas of teaching, scholarly/creative productivity, and service. A Professor shall hold an earned doctorate degree or equivalent in a teaching or research specialty. Advancing to the rank of Professor can occur whether the faculty is in a tenure track or non-tenure track appointment. In either case the faculty member is evaluated annually and provided with continued employment providing the faculty member meets the professional standards set by the department, the school, and the university. Tenured Professors have an expectation of continued employment, absent demonstrated cause for termination, once tenured status is approved by the Board of regents.

#### **4.13**

##### **Part-time faculty**

Part-time faculty appointments are for one semester at a time, end automatically at the end of each semester unless affirmatively renewed by the employing school, and there is no guarantee or expectation of reappointment to a part-time appointment.

#### **4.14**

##### **Adjunct faculty**

Adjunct faculty are not eligible for promotion or tenure. Adjunct faculty who are later appointed to probationary tenure-track or temporary appointments may not use time in service as an adjunct faculty member for either promotion or tenure.

#### **4.15**

##### **Visiting Faculty**

A visiting faculty who holds the academic rank of assistant professor or higher at another institution of higher education and is appointed to conduct teaching, research and/or other duties at Langston University for a limited time. The university recognizes his/her academic standing

and accords the visiting professor the privileges of tenured or tenure-eligible faculty except the right of participation in university governance.

#### **4.16**

##### **Laboratory Assistant**

Appointment as a laboratory assistant is provided to an individual who is responsible for supervision of student laboratory learning experiences: research, computer, clinical patient management, internships, and other activities requiring student supervision. Persons employed as laboratory assistants must possess specific technical expertise and skills. Laboratory assistants must function under the supervision of a faculty member. Appointment to this position is on an as-needed basis. There is no obligation on the part of the university or the individual to continue employment beyond the designated work period. Laboratory assistants are not eligible for participation in university governance.

#### **4.17**

##### **Graduate Assistant**

Appointment as a graduate assistant is provided to a graduate student who is assigned specific duties during the academic semester. The graduate student must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate assistant appointment carries no university commitment to reappointment beyond the specific time in the notice of appointment. Graduate assistants are not eligible for participation in university governance.

#### **4.18**

##### **Graduate Research Assistant**

Appointment as a graduate research assistant is provided to a graduate student assigned to one or more faculty for purposes of assisting in the conducting of research at Langston University. The graduate research assistant must possess the qualifications determined by the chairperson of the department and the dean of the school in which the graduate student is assigned responsibilities. The graduate research assistant appointment carries no university commitment to reappointment beyond the specific time in the notice of appointment. Graduate research assistants are not eligible for participation in university governance.

#### **4.19**

##### **Emeritus Appointment**

Emeritus faculty status is provided to faculty who possess a highly distinguished history of long-time service to the university. Members of the faculty with the rank of associate professor or

professor and/or with ten (10) years of service to the university are eligible for appointment to this rank. Emeritus appointments shall be strictly honorary and without stipend.

## **4.20**

### **The Tenure Process**

A faculty member with a probationary tenure track appointment is prepared to meet the teaching, scholarly/creativity productivity, and professional service commensurate with achieving tenure. In the sixth year of service, the faculty member must either prepare to successfully apply for tenure and promotion or terminate the faculty position at the end of the academic year. Tenure is provided to those faculty members with the rank of associate professor or higher. Therefore, in the years preceding the sixth year, the faculty member must meet the conditions for promotion to associate professor by the end of the sixth year.

Tenure is the assurance of a continuing full-time faculty appointment at the university with the following provisions: (1) The discipline or program continues to be offered at the university, (2) The faculty uphold the professional standards for the discipline and the university (see Section 4.21 Grounds for Dismissal) , and (3) The faculty demonstrates continued dedication to teaching, research, scholarly/creative productivity, and service.

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in two of the three mission areas of the University—teaching, scholarship, and extension/service/outreach. Such performance constitutes a minimum level that permits consideration for reappointment, promotion, or tenure; meritorious performance in two areas does not guarantee a favorable employment action.

It is the policy of the University in the reappointment of the faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Tenure, in particular, is a major undertaking by the University and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

The candidate seeking tenure must identify a primary area in which the individual has brought distinction to students, department, school, university, profession and self. In addition, the candidate must document above-average performance in supporting areas.

A candidate might select teaching as the area of distinction—excellence in teaching with research and service as supporting areas that are evaluated as above average. Service to the university is a requirement for tenure. The candidate must demonstrate a record of discernable commitment to Langston University assisting the students, faculty, and staff to fulfill the mission of the university.

Faculty who fail to meet the requirements for tenure at the end of the sixth year will receive a terminal contract for the seventh and final year of service. The faculty member who fails to meet the tenure timeline and is terminated from the probationary tenure-track position may apply to the university, for a temporary non-tenure position if there is an open faculty position.

#### **4.21**

##### **Grounds for Dismissal**

Dismissals must be based upon reasonable cause related to either a serious lack of satisfactory performance or the lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissal proceedings may be initiated for reasons such as:

- (a) incompetence in performing or in meeting appropriately assigned duties;
- (b) neglect of duty as indicated by failure or continued failure to sufficiently perform in accordance with the applicable terms and conditions of employment;
- (c) serious and apparently intentional misuse of University property and resources;
- (d) academic dishonesty;
- (e) acts or moral turpitude;
- (f) deliberate and grave violation of the rights and freedoms of fellow faculty members, administrators, or students;
- (g) willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the University; or advising or procuring, or actively encouraging others to do so;
- (h) serious violations of law that are admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities; or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities; or
- (i) other improper conduct which is seriously injurious to the best interests of the University or its components.

#### **4.22**

##### **Administrative Suspensions**

An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of the University and its components and/or the safety and well-being of the persons affiliated with it, including the individual suspended. When deemed appropriate, a suspension may include restrictions on the use of the University facilities or resources and may be imposed during the course of an authorized dismissal procedure or authorized sanction appeal. Suspensions shall normally not exceed one calendar year. During a suspension there shall be no reduction of salary or other benefits.

#### **4.23**

## **Procedures for Suspensions**

Supervisory academic administrators may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the individual or others, or the best interests of the University are threatened.

A suspension may extend beyond 72 hours if approved by the President or designated representative. A recommendation for suspension of more than 72 hours shall be forwarded to the President by the appropriate Dean and Vice President for Academic Affairs with justification regarding the need for the proposed action. The President, if concurring, will direct the extended suspension. The faculty member, appropriate Dean, and the unit administrator shall be informed in writing of the length, terms, and conditions of any implemented suspensions.

Formal Grievance Procedures do not apply to suspension actions unless the suspension lasts more than six months or the Vice President for Academic Affairs finds it would be in the best interest of the University to provide extraordinary due process.

### **4.24**

#### **Criteria for Tenure**

Tenure is restricted to full-time faculty with probationary tenure track appointments who have an earned doctorate or equivalent education at the rank of Associate Professor or higher. Instructors are not tenure eligible. On rare occasions, an individual hired as a distinguished faculty at the Associate or Professor rank may be granted tenure at the time of appointment to the university. Tenure does not apply to the administrative positions or titles.

Faculty who are granted tenure or tenure track status must be assigned to the department or area in the discipline in which they hold the terminal degree. A limit of 60% in each department is reserved for tenure-eligible faculty appointments. Probationary tenure track appointments cannot be offered if there is no tenure track position available. A temporary faculty member with a record of excellence in teaching, research, scholarly/creative productivity, and service can move from a temporary non-tenure track position to a probationary tenure track position when a position becomes available and the Dean approves the change in faculty appointment status.

Tenure shall only be granted to those faculty members whose professional profiles indicate that they will continue to serve with distinction in their appointed roles. Once appointed to a probationary tenure-track position, a faculty member has six (6) years to demonstrate that she or he has met the criteria for promotion and tenure.

Yearly assessment of the faculty member's performance in the areas of teaching, research, scholarly/creative performance, and service must be above average. Faculty members must meet the minimum performance expectation in order to be considered for reappointment to the university. Such performance constitutes a minimum level that permits consideration for reappointment, but does not guarantee a favorable employment action by the University.

Faculty members with probationary tenure-track appointments will be evaluated annually through the University faculty performance appraisal process and will be reviewed at the end of three years to evaluate progress towards meeting the criteria for tenure. A faculty member who is performing above average but has not developed a pathway for excellence and distinction required for tenure may be offered a temporary non-tenure track appointment. A faculty member who proceeds with a probationary tenure track appointment beyond the third year of service cannot be offered a temporary appointment and must proceed with meeting the criteria for promotion and tenure. If within the sixth year tenure is not granted, the faculty member will receive a terminal contract in the seventh year of service.

### **Academic Appointments**

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after this date but before January 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of the academic year. The probation period for faculty appointed after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances the period of probation for tenure consideration shall never exceed a total of seven continuous appointments with the University.

It shall be the personal responsibility of the faculty member to demonstrate that he or she meets the applicable qualifications for reappointment, tenure, and promotion.

### **Annual Review of Faculty**

Review of faculty activities and accomplishments shall be conducted by the unit administrator every year for every faculty member, regardless of rank or tenure status. A written report of activities and accomplishments shall be submitted by the faculty member. This report shall include a work and professional development plan. Unit administrators are expected to encourage the professional development of each faculty member.

Unit administrators shall familiarize each faculty member with the performance standards established by the faculty members of the unit. The unit administrator shall endeavor to provide an environment conducive to the achievement of the expected performance. The unit administrator shall submit a written evaluation that gives detailed descriptions of the faculty member's accomplishments and deficiencies. The faculty member's written report along with the unit administrator's evaluation shall serve as the supporting documentation for any merit pay raise or other salary adjustment. The completed annual review documentation shall be placed into the permanent record of the faculty member and shall be added to an accumulation of performance documents that shall be used in any further review. A complete set of annual review documents shall be available for any peer review committee evaluation, particularly at the times of reappointment, tenure and promotion.

### **Letter of Offer**

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both Langston University and the prospective faculty member

before the appointment is made. Any other authorized agreements pertaining to conditions of appointments, reappointments, promotion, and tenure shall be part of this written statement.

No offer is binding on the University, however, until a formal recommendation has been presented to and officially approved by the governing Board of Regents in accord with the policies of the Board.

Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Initial appointments to tenure track positions shall be for one year. Each such faculty member shall be appraised annually. These appointments may be renewed on an annual basis on a time period not to exceed six years.

Initial appointment to the rank of Professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment.

Academic tenure is not affected by change in administrative or other active status. Appointment to an administrative position or other position shall not confer tenure in that position.

#### **Extension of Probationary Period**

A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g. a leave of absence without pay, and extended sick leave, significant changes in published criteria for tenure or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the unit administrator and Dean of the School, such an extension may be granted upon approval of the President and the Board of Regents.

#### **Non-reappointment**

Non-renewal of a temporary or non-tenured appointment shall not be regarded as a termination.

#### **4.25**

#### **Credit Towards Tenure From Another University**

A faculty member, with a probationary tenure track appointment, who has a record of above average teaching, research, scholarly/creative productivity, and service at the rank of Assistant Professor or higher, may apply no more than three years of prior service towards meeting the tenure-eligible requirement of six years of probationary service. The faculty member shall elect, at the time of the initial appointment, to either begin the six-year time clock for tenure as a newly-appointed faculty with a probationary tenure track appointment or will request consideration for time spent at another university. The dean of the school in which the faculty member has primary responsibilities will determine the prior service qualification. The dean will communicate in writing the proposed date for tenure review.

#### **4.26**

##### **Tenured Status Achieved Prior to Joining the Langston University Faculty**

Tenure is not automatically transferable from another institution to Langston University. On rare occasions, a highly distinguished faculty member with the rank of associate professor may be given tenure at the time of the initial appointment. Most often, however, individuals who have been granted tenure at another institution will have a probationary tenure track appointment for one year. The individual shall be eligible for tenure at the beginning of the second year of the appointment. The department chairperson and the school dean shall follow the same procedures and time line as specified for other tenure-eligible faculty.

#### **4.27**

##### **Promotion**

Promotion must be recommended by the President and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate Dean that a recommendation for promotion will be presented by the President to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for consideration during the June meeting. When approved the Board of Regents specifies the date on which the promotion shall become effective.

#### **4.28**

##### **Time in Rank for Promotion**

Time in rank is the minimum number of years of continuous service in present rank before promotion consideration is eligible:

#### **4.29**

##### **Assistant Professor**

Promotion to the rank of assistant professor requires at least 3 years of full-time academic experience at the rank of instructor or non-teaching (research) doctoral experience. In addition to years of service, promotion is based on the demonstration of excellence in teaching, scholarly/creative productivity, and service to the university during the years of service.

#### **4.30**

##### **Associate Professor**

Promotion to the rank of associate professor requires at least 5 years of full-time academic experience at the rank of assistant professor. An earned doctorate degree or its equivalent in

training or experience is required. In addition to years of service, promotion is based on the demonstration of excellence in teaching, scholarly/creative productivity, and service to the university during the last three years of service.

#### **4.31**

##### **Professor**

Promotion to the rank of professor requires at least 5 years of full-time academic experience at the rank of associate professor. An earned doctorate degree or its equivalent in training or experience is required. Promotion is not based on years of service but rather on the demonstration of excellence in teaching, scholarly/creative productivity, and service at the university during the last three years of service.

#### **4.32**

### **Policy on Promotion and/or Tenure**

#### **Purpose**

To assure that all faculty are informed regarding the eligibility criteria process for applying for promotion and/or tenure review process.

#### **Policy Statement**

Through the promotion and tenure process Langston University seeks to reward those individuals who demonstrate successive outstanding achievement in the areas of teaching, scholarly/creative productivity, and service within their disciplines. All newly appointed faculty are notified whether they have full-time faculty appointments that are eligible for promotion and/or tenure. The university letter of appointment specifies the details of the appointment. Full-time faculty members who meet the criteria for promotion and/or tenure review and who complete the application for promotion and/or tenure within the designated time frame will be reviewed one time annually in the spring semester. The following procedural steps must be followed in the application for promotion and/or tenure process. The final decision to grant promotion and/or tenure rests with the Board of Regents and no faculty member may be granted tenure without an affirmative action by the Board.

#### **4.33**

### **Procedures**

#### **4.34**

##### **Departmental Level**

1. Faculty on probationary tenure track appointments in their fifth year of service are informed by the department chairperson/director of the upcoming required tenure evaluation in the sixth year of service.

2. Faculty member must notify the chairperson/director in writing if s/he plans to proceed with the review for tenure in accordance with the university promotion and tenure committee calendar.
3. Faculty member seeking not to apply for the promotion and tenure review process will receive a faculty appointment for one more year (seventh year) that will serve as the final year. After that time the faculty member may be offered a temporary non-tenure track appointment or may be terminated through the appropriate administrative process.
4. Faculty member seeking promotion and/or tenure shall complete a promotion and/or tenure dossier. The dossier shall include the documents specified in the promotion and tenure document. The dossier is provided to the department chairperson within the timeframe set by the University Promotion and Tenure Committee Calendar. The chairperson, and/or Dean shall include pertinent documents in the dossier for review by the promotion and tenure committee. Evidence such as formal reprimands, faculty appraisals by students, peers, and supervisors may be included in the dossier by the chairperson.
5. Faculty member seeking promotion and/or tenure shall provide three contact names with updated curriculum vitas to the department chairperson to solicit recommendation letters of support or external expertise if necessary. The chairperson may solicit independent external reviewers. The faculty member shall be asked to waive the right to see any of the external reviewer's appraisal of the faculty member.
6. The department chairperson shall review the dossier and forward the dossier to the School Dean with a written recommendation for or against granting promotion and/or tenure to the faculty member. The Dean shall include pertinent documents in the dossier for review by the promotion and tenure committee. Evidence such as formal reprimands, faculty appraisals by students, peers, and supervisors may be included in the dossier by the chairperson.

#### **4.35**

##### **School Level**

1. The Dean of each school shall assemble a promotion and tenure committee to review applications for individuals seeking promotion and/or tenure.
2. The committee shall consist of five full-time faculty members with a rank of Assistant Professor or higher. The composition of the committee can include members from different schools within the university providing the faculty meet the qualifications of full time faculty and have expertise that can assist with the promotion and/or tenure evaluation process.
3. The committee shall meet in accordance with the University Promotion and Tenure Committee Calendar.

4. The committee shall review the promotion dossier and make a recommendation in writing to the Dean.
5. The Dean shall forward the dossier to the chairperson of the University Promotion and Tenure Committee with a written recommendation for or against granting promotion and/or tenure to the faculty member.

#### **4.36**

##### **University Promotion and Tenure Committee**

1. The university central administration shall assemble a promotion and tenure committee to review applications for individuals seeking promotion and tenure.
2. The committee shall consist of one tenured faculty from each School as well as one member from University Libraries, and one member from Research and Extension for a three year term limit.
3. The committee shall meet in accordance with the University Promotion and Tenure Committee Calendar.
4. The committee shall review each promotion and tenure dossier and make a recommendation in writing to the Vice President for Academic Affairs indicating for or against granting promotion and/or tenure for each faculty member reviewed. The chairperson of the University Promotion and Tenure Committee shall forward the dossier of each faculty member to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs shall review the dossier for each faculty and forward the recommendations to the President.

#### **4.37**

##### **President**

1. The President shall review the recommendations from the Vice President for Academic Affairs and the University Promotion and Tenure Committee.
2. The President shall determine whether to recommend promotion and/or tenure for each candidate and, if such a recommendation is positive in nature, shall forward the recommendation to the A&M Board of Regents.
3. The President shall notify the applicants in writing of promotion and/or tenure decisions in accordance with the university promotion and tenure calendar.
4. The Vice President for Academic Affairs shall forward the dossiers to the

5. Department of Human Resources for safe storage.

#### 4.38

### **Preparing for Promotion and Tenure**

Preparing for promotion and/or tenure begins with the initial appointment to the university. Faculty shall be familiar with the policies and procedures pertaining to promotion and/or tenure. Faculty are responsible for formulating a plan for achieving promotion and/or tenure within specified timeframes. Deans and chairpersons are supportive of the faculty member by communicating the expected performance standards that are evaluated annually. Faculty are responsible for developing a written professional development plan annually that shows successive achievement towards excellence in teaching, research, scholarly/creative productivity, and service. Promotion and/or tenure is given based not only on past merit but on the expectation that successive achievement will continue in future years. Faculty must demonstrate a commitment to ongoing excellence and above average productivity in their discipline and on behalf of the university. A faculty member on a probationary tenure track appointment may apply for tenure in the fifth year but must apply for tenure in the sixth year.

A faculty member who is seeking promotion and/or tenure should meet with the chairperson of the department to review the university promotion and tenure calendar at the earliest convenience to assure that the contents of the dossier and the calendar for submitting the necessary documentation are reviewed.

### **The dossier for promotion and/or tenure must include the following documents:**

1. Candidate's Summary Evaluation Statement on teaching, research, scholarly/creative activities, and professional service
2. Candidate's identification of area(s) of distinction and demonstrating above-average ability in the remaining areas
3. Chairperson's Summary Evaluation Form
4. Dean's Summary Evaluation Form indicating areas(s) of distinction for the applicant
5. Documented evidence of quality in the following areas:
  - a. Teaching
  - b. Research
  - c. Scholarly/creative productivity
  - d. Professional service
6. Supporting documents from the chairperson and Dean:
  - a. Faculty course and instructor evaluation forms for the last three years
  - b. Faculty performance evaluations for the last three years

- c. Chairperson recommendation either for or against the granting of promotion and/or tenure is forwarded to the dean in the school in which the department is located.
- d. Letters of recommendations from discipline peers who are external to the institution when the university lacks discipline peers to evaluate the faculty member.

## 4.39

### **Policy on Appeal Process for Faculty Denied Promotion and/or Tenure**

#### **Purpose**

To assure that all faculty are informed regarding their right to appeal a university decision to deny promotion and/or tenure.

#### **Policy Statement**

A faculty member who believes that the decision to deny promotion and/or tenure was arrived at through error in the review process, an unfair review practice, or without adequate appraisal of the evidence provided may appeal the decision. The university will honor an appeal process that enables the faculty to present his/her concerns to a grievance committee set up expressly to address the appeal process.

#### **Procedures:**

1. A faculty member who is denied promotion and/or tenure shall notify in writing the chairperson of the department, the Dean of the school, and the Vice President of Academic Affairs of his/her request for an appeal of the University decision to deny promotion and/or tenure.
2. Notification must occur within 10 days of receiving notification of the decision to deny promotion and/or tenure.
3. The committee's initial meeting and final resolution of its work "shall normally" be completed within the designated time frames.
4. The committee will complete all responsibilities associated with hearing the grievance within four weeks of the initial committee meeting.
5. The chairperson of the promotion and tenure grievance review committee will notify the Vice President for Academic Affairs of the recommendation made by the committee to either uphold or not uphold the university decision.
6. The Vice President for Academic Affairs will notify the University President in writing of the recommendation by the committee.

The Vice President for Academic Affairs will notify the faculty member of the committee's recommendation within five days of notifying the President regarding the university action on the appeal request.

## **Section 5**

### **Academic Responsibilities**

#### **5.1**

#### **Academic Responsibilities**

#### **5.2**

#### **Faculty Scholarly Responsibilities**

Faculty fulfill their role as scholars by contributing to the university as instructors, researchers, and service providers. Each faculty member is accountable to a professional development plan that delineates the minimum expectations for each academic year. It is the responsibility of the faculty member to achieve the goals and objectives established at the time of annual performance appraisal. Faculty members shall advocate on their own behalf to insure success within the academic setting. Active participation in teaching, researching, and service are fundamental faculty responsibilities. University administration seeks to support faculty. The *Faculty Handbook* delineates the policies and procedures pertaining to faculty development and the annual performance appraisal process.

#### **5.3**

#### **Faculty Load**

The departmental average teaching load shall not exceed twenty-seven hours per academic year. A faculty member who teaches only graduate course shall have an eighteen hour graduate teaching load. A mixed graduate and undergraduate teaching load shall be computed at a ratio of three graduate hours equal four undergraduate hours.

Faculty members teaching twelve or more undergraduate hours may be allowed to teach one overload class per semester. Faculty members may accept one additional overload assignment per year provided that the assignment is either for service or scholarly activity. Off-campus