

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY**

3 June 2014
2:00-3:30 p.m.

Members present: Nancy Baker (CHSS); Helen Berg (COE); Tracy Bilsing (CHSS); Jonathan Breazeale (COBA); Don Bumpass (COBA); Madhusudan Choudhary (COS); Kevin Clifton (COFAMC); Donna Cox (COE); James Crosby (CHSS); Mark Frank (COBA); Randall Garner (COCJ); Richard Henriksen (COE); Joan Hudson (COS); C. Renée James (COS); Mark Klespis (COS); James Landa (CHSS); Jeff Littlejohn (CHSS); Paul Loeffler (COS); Dennis Longmire (COCJ); David McTier (COFAMC); Sheryl Murphy-Manley (COFAMC); Diana Nabors (COE); Dwayne Pavelock (COS); Debra Price (COE); Lisa Shen (NGL); Stacy Ulbig (CHSS); Doug Ullrich (COS); Mary Anne Vincent (COHS); Anthony Watkins (COFAMC); Pam Zelbst (COBA).

Members not present: Tom Cox (CHSS); Hayoung Lim (COFAMC)

Called to order: 2:00 p.m. in LSC 304 by Chair Renee James

Minutes approved: Minutes for April 24 meeting approved

Special Guest: Provost Jaimie Hebert

Chair's Report

The Provost will be meeting with us today. He will tell us about the Regents' proposed changes to the faculty grievance policy; Dr. James believes the Regents have approved these changes. Dr. Hebert mentioned these proposed changes in the last meeting Dr. James and Dr. Baker had with him. The changes seem to have taken away faculty input into the process of hearing and deciding a faculty member's grievance. The changes have also caused an extreme truncation of the time period in which a person can file a grievance.

Committee Reports

Committee on Committees

The Committee on Committees presented the faculty survey results.

The comments offered a great deal more information than the numerical data. For example, there is considerable disgruntlement and some outrage with SHSU having once again hired the former Dean of Arts and Sciences, Brian Chapman. The degree of anger at rehiring Chapman expressed in the survey was second only to anger at the lack of parking for faculty and the lack of accuracy in the IDEA online teaching evaluations.

One senator asked whether the Faculty Senate's work on the IDEA system (and how it impacts FES) ever resulted in any changes. Dr. Longmire said that his committee made recommendations but does not know whether the administration has taken any further steps. Dr. James suggested we ask the provost about this when he arrives.

The chair of the Committee on Committees said that compared to years past, this year's survey had better participation rates and included longer, more discursive comments.

Another senator asked that the Senate attend the University budget meeting and request a 1% market adjustment raise for everyone at SHSU, not just staff (who get the 1% increase annually, no matter what – whereas faculty depend entirely on merit pay increases). The COBA has had the most market adjustments in the past, with the argument that they have to have competitive salaries to keep their faculty from leaving for business careers.

A senator asked how merit pay increases are decided – is this at the department level, or the college level? Other senators responded that in their experience, the dean has the final say, but that most of the time it seemed deans try to honor the ranking of merit by the department chair. One senator from the COE said that their former dean handled merit pay differently from other deans, but the interim dean has handled things more like other deans at SHSU.

Dr. Rhonda Callaway, sitting in on the meeting, offered her experience as a department chair regarding what the chairs' input is into the merit pay decisions.

A senator asked, when was the last time there was a raise for all faculty on campus? Another senator replied that this occurred during Pres. Gaertner's first year. This senator explained that, technically, it is not legal for SHSU to give everyone an across-the-board raise; raises must be defined as merit pay increases.

Dr. James noted that there were a number of people who stated on the survey that they felt positively about SHSU and were glad to work here.

Senators discussed whether we ought to circulate the written comments on the survey. Anyone could get a copy by filing a FOIA request. The Provost and President will see a copy. In the past, the Senate has not distributed comments, preferring to keep the comments confidential and hopefully therefore more honest and useful. If we want to distribute the comments, we should perhaps make that clear BEFORE the next survey, so faculty can choose to be more circumspect in what they say. The numerical data will be made available on the Faculty Senate website.

Faculty Affairs Committee report

Academic Policy 900417 (Reappointment, Promotion, and Tenure)

Faculty Affairs Committee Chair Dr. Donna Cox identified a great number of typographical errors in the original policy.

Dr. Donna Cox pointed out a lack of consistency in the policy's language; in 5.01a4, collegiality is included as one of five areas in which someone must demonstrate competence and effectiveness. This does not align with Section 2.01, 1.1, where the categories listed are teaching, research and service.

Section 4.01 needs the list of tenure units to be updated; the last update was on November 13, 2103. Is the COHS included in the list? Dr. Donna Cox will contact the Assistant Provost, Dr. Eggsaer, to let him know the list of tenure units needs updating.

Section 4.05, 1.3 needs to be expanded and/or clarified. Can prior service at SHSU be credited towards someone's tenure? (A faculty member could bring in prior years at another institution, but what about if that person worked at SHSU as a VAP for a year?) Another senator suggested we look at what the AAUP has to say on this issue.

Section 5.01 was last updated regarding the status of professional librarians in 2004. Should this be updated?

Section 5.02 1.1 states that success in all four categories does not guarantee tenure. Why? How can someone meet all four criteria and NOT earn tenure? Dr. James explained that this is a statement to give the university options, so it is not likely to be changed.

Dr. James took a moment to clarify a point made in an earlier meeting about tenure. When someone is denied tenure, the letter that person receives does not state the reason why. Senators discussed the process and whether there is documentation provided by the department DPTAC, the chair, the dean, etc. There was some disagreement, suggesting there may not be a standard way of handling this university-wide.

Section 7.03 does not align with sections 7.01 or 7.02.

Section 7.04 does not state that a written document needs to be generated for the tenure, just a vote count.

Section 7.05 needs to be clarified. The requirement for a DPTAC letter summarizing the situation appears to be about the third-year review only. Does this apply to tenure, too?

Dr. James thinks the entire section 7 is murky and may need an overhaul.

Section 11c states that the recommendation for/against tenure needs to be communicated, with a tally – but no written assessment is required.

Section 11d appears to refer to a second recommendation letter, rather than the same one mentioned earlier.

Section 8.01 needs revision. In discussion, the senators concluded that, as there are full professors without tenure, they should be added to the ranks listed.

Dr. James thinks Faculty Affairs should start from the beginning and write a brand-new version of this policy, as it is a mess.

Section 9 needs to be clarified. Department chairs, deans, and Vice Presidents are not eligible to serve on DPTAC. There was some discussion about this.

The Faculty Senate voted to postpone the vote on whether to accept the Faculty Affairs Committee report, as several senators wanted further discussion of the report and the recommendations, and the allotted time for this had ended with the provost's arrival at the meeting.

Dr. Donna Cox asked what the next step should be. Dr. Cox will send the report to Dr. James, who will forward it to Vice Provost Dick Eglsaer, so the easier items to fix can happen more quickly.

The Provost's Visit

Tenure and Promotion

The provost reported that there were forty-seven decisions in the tenure and promotion process this year. Of those, forty-three were affirmative and approved all the way up through the Board of Regents. The provost felt that the rate of success and the consistency in documentation of probationary faculty members' performances was excellent. The provost would like to see a tenure success rate of 100%, because that would mean faculty members were doing what they need to in mentoring and identifying problems and addressing them early on in someone's career.

Thirty-three assistant professors went up for tenure to associate professors; twenty-nine were approved, and four were not. Thirteen out of thirteen associate professors were promoted to full professor. One associate professor was granted tenure.

Budget

The provost stated that the final numbers for the budget were determined today. There will be a 3% merit pool this year. Compared to our sister schools, we have 1% higher merit pay; compared to schools outside of Texas, we're probably 3% higher, the provost said.

The provost explained that revenue projections are \$5.5 million; merit pay comes out of this, based on enrollment increases, not on tuition increases. (Tuition was not increased.) Once merit pay is taken out, \$3.5 million is left. Academic Affairs will get \$2.5 million of the \$3.5 million; this averages out to five Vice Presidents splitting the \$1 million left. Some revenue will be generated from fund balances. The provost explained that usually deans submit a HEAF request, and this year computer and technology equipment (not agreed to be funded by IT) will be funded by IT's budget. This is because there are some major infrastructure repairs on things that are not up to code and have not been done in over forty years. The cost of these upgrades will use up some HEAF funds but is a worthwhile investment to avoid disaster in three to four years, when all HEAF monies might be needed to deal with infrastructure.

Next year, we will have to submit the SACS 5th year report. Assistant Vice President for Academic Affairs Dr. Somer Franklin is chairing this project. She has been working with a sub-committee for the last year, so SHSU is in excellent shape re: the standards we need to meet. We will need a SACS committee, and Dr. Nancy Baker will be the Faculty Senate representation. Assessment of academics is the focus for the 5th year report. Assessment of items outside of academics was the only thing SHSU was criticized for in the last SACS report. In the near future, SACS is going to push for more substantive assessment; the provost says SHSU is going to be trying to address this now, to get ahead of the game. The fifth-year report should proceed smoothly. Somer Franklin may be in touch with faculty if she needs help with specific items, and the provost requested that faculty offer Dr. Franklin whatever assistance she needs.

TSUS Faculty Grievance Policy

Dr. Fernando Gomez, TSUS system counsel, has revised the system rules and regulations regarding faculty grievances, and the Board of Regents approved his revisions. SHSU was given only twenty-four hours to review the proposed changes.

Faculty grievances regarding termination at the end of a contract (example: a lecturer not re-appointed, a TT faculty member denied tenure) have been changed substantially. Faculty in this position who wish to grieve have the right. However, the grievance committee will no longer be a part of the process. The faculty member does not have the right to grieve the tenure decision unless they feel that their civil rights have been violated or the correct process was not followed. Therefore, it is more within the authority of attorneys and Human Resources staff to assess the grievance. The

proceedings of the Faculty Grievance Committee were misleading, as the provision to allow lawyers to be present caused the hearing to become a judicial hearing. There was no verdict; the group of peers made a recommendation to the president. The president had the right to have an advisory committee come in to advise her. Dr. Hebert assured the Senate that the Senate will be involved in re-writing the SHSU policy. There are still a few shades of gray in Dr. Gomez's revised policy that SHSU will need to clarify. If a lecturer is fired mid-semester, or if a faculty member is fired without cause, then these would both be granted a tribunal hearing.

There have been two drafts of the revised policy circulating; one draft stated that a faculty member with a grievance not related to termination could still proceed with a grievance committee. Another draft stated that this use of a grievance committee would also no longer be allowed.

A senator asked why the timetable was changed from 90 days to 10 days. Another senator expressed concern re: "10 days from the initiating event." What does this mean? The provost says it means the date on which the faculty member receives and reads the letter. A couple of senators commented that this is unclear and could cause problems. (Campus mail, a faculty member who comes in on teaching days only, how to document when a faculty member read the letter, etc.)

Another senator asked how the provost handles a split vote on tenure. The provost says that if there appear to be discrepancies in the recommendations and the candidate's record, he will trace back to the dean or even the chair of a DPTAC involved in order to determine why there is a discrepancy and how to understand the recommendation.

The provost depends upon DPTAC members to assess the quality of publications, teaching, etc.; the DPTAC summary letter is extremely important in the provost's decision making.

Dr. James asked what happens when a grievance is based on not following procedure; is this still grievable? Dr. Hebert is not sure. He needs to confirm which version of the revised policy the Board of Regents approved.

SHSU will continue to follow its current grievance policy until a new one is drafted, approved, and in place.

Senators asked the provost why the Board of Regents made this policy change, and what had been the problem for the Regents in allowing universities to follow their grievance policies as they existed? The provost answered that, at some universities, the TSUS had to assign a TSUS attorney to a university to represent the university in grievance committee hearings. Basically, the provost explained, because this was not handled well at some schools, all schools have to change their policies.

One senator asked the provost if new hires could be more carefully advised to track whether they are being mentored/assessed properly.

Another senator asked the provost whether the committee recommendation on IDEA (and alternative measures to be used on FES) has gone anywhere. The provost said that the recommendations went to Council of Academic Deans (CAD) and the deans had some concerns. The CAD sent it to the Council of Chairs to let them work with it. The provost asked the Council of Chairs to give him a quick turn-around. The provost is hoping to hear back from them soon, at which point he would like to move forward with revising how teaching is evaluated this year. One college is adamant that they want to use adjusted IDEA scores, not raw, and this is a bit of a problem; the provost is not sure how it will be resolved. The provost says he knows this is taking some time, but he feels it's worth it.

Market adjustments

The provost announced that market adjustments are based on current revenue projections, which have been estimated on the low side deliberately, which we will have a clearer picture of for the fall by the end of June. President Gibson hopes to see \$200,000-300,000 to become available for market adjustments in the fall. The deans have been asked to start considering a pool of people for the market adjustments.

Intellectual Property

A senator asked what has happened with the recommendations made to the TSUS Board of Regents re: intellectual property rights for faculty? The provost says that the Regents are going to attempt one system-wide revision, and the Regents will discuss this further in August. San Marcos, Lamar and SHSU all had different revision recommendations, and the Regents wanted to do this once, consistent system-wide.

Parking

A senator told the provost that the faculty survey has indicated displeasure with parking, and the senator asked what are the parking plans for SHSU? As new buildings are being built, we have lost parking. The provost says that all surface parking will remain stable or grow as new building occurs. A senator said that parking is a real problem and cannot continue to go unaddressed. The provost would like to see gated parking because it controls the flow and use of parking and causes more efficiency, but this idea has not been received well here. Finance and Operations make these decisions and they don't like gated parking. We have a new Acting Vice President of Finance and Operations, Dr. Carlos Hernandez. He may have a different perspective on this, as his previous schools may have had gated parking. The provost will talk to Dr. Hernandez and tell him that gated parking came up at our meeting and that he (the provost) likes it, and see what Dr. Hernandez thinks.

Tuition Revenue Bonds (TRBs)

The Provost says that SHSU is submitting 4 TRBs, of which he thinks we have an excellent chance of getting one and a good chance that we will get two. Getting more than two is unlikely. The top priority for the TRBs is the biology/nursing/allied health building (predominantly expanding biology, to meet the needs of Allied Health). The second priority is the Allied Health/ Health Sciences facility in the Montgomery County area (location to be determined). The third priority is a new art complex; the provost is pushing hard for this, as SHSU has needed a new art complex for a long time. The fourth TRB is a library renovation. The third and fourth priorities will probably not occur this legislative session; it usually takes more than one session for a TRB to happen. But by publicly stating SHSU's needs and seeking state funding, we can have SHSU development staff engage in fundraising for the buildings, to get funding for a new building started. For example, the new building SHSU is starting now was possible thanks to a \$10 million donation, which Dr. Gibson was able to match by securing \$10 million in bonds, thus funding the entire project. The new building will be on the corner near the Post Office, behind the Tokyo Grill.

A senator asked if a university faculty/staff lounge could be created, to allow for a central place for socializing and collegiality. The provost said he supports this idea; he has seen it in place at the LSC, and it seemed to work well. The problem is that with the premium on space right now, setting aside space for such a lounge is not likely to be approved.

A senator asked what has happened to the building near campus that formerly housed Shipley's donuts; the provost said that SHSU has bought it and is trying to decide what to do with the space. Dr. James Landa suggested that SHSU turn the Shipley's space into a coffee shop that would be operated as a co-op and staffed by nutrition students, pro-golf students, and business students. Another senator brought up the idea of a food pantry for students with food uncertainty and the trouble they are having finding a location; a different senator replied that the Episcopalian student ministry is offering a space for the pantry.

Meeting adjourned at 4:14 pm.

Revised 09-11-2014, 1:17 pm

1. THE BOARD OF REGENTS

- 1.1 Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in the *Rules and Regulations* [http://www.shsu.edu/-pre_www/tsus/] of the Board of Regents, The Texas State University System, which body will be referred to as "the Board of Regents" in the remainder of this document. In any case of contradiction between this policy and the Board of Regents' *Rules and Regulations*, the Board of Regents' *Rules and Regulations* prevails.
- 1.2 Exceptions to the policies and procedures set forth herein may be authorized only by the President of the University.
- 1.3 Authority to approve reappointment, tenure, or promotion rests with the President, subject to the approval of the Board of Regents.

2. GENERAL PROVISIONS

- 2.1 **Tenure.** Tenure is the most important decision a university makes with regard to its faculty, and the quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University. It is not granted automatically or on the basis of seniority. Tenure is granted to faculty, after a rigorous probationary period, on the basis of a sustained pattern of professional competence and effectiveness in teaching, research, service and collegiality. A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary time period may be modified in accordance with Section 4.05 of this policy at the time of employment.

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

"However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment" (see Texas State University System, *Rules and Regulations*, Chapter V, Subsection 4.21). Tenure ensures academic freedom and protects faculty from inappropriate retribution. It allows faculty to take a long-term approach to their work while still requiring faculty accountability. It assists in attracting and keeping excellent faculty and promotes the orderly induction of new faculty into the community of mature scholars.

- 2.2 Promotion. Promotion is granted as recognition of sustained, high-quality performance, combined with efforts at continuous improvement. It also does not come automatically or with length of service. A faculty member normally establishes eligibility for consideration for promotion upon the completion of five and one-half years in a tenure-track position or in the rank of associate professor. On rare occasions, truly outstanding faculty may be considered prior to this time. Nominations for consideration for promotion shall be addressed to the Department Promotion and Tenure Advisory Committee (DPTAC) in any of three ways: (1) by the faculty member herself/himself, (2) by another faculty member, or (3) by the department/school chair. (Note: For composition of the DPTAC, see Section 7 below and see Section 4.02 for a definition of the term "department/school chair" in this policy statement.) A faculty member is allowed to self-nominate for promotion to full professor once every three years.
- 2.3 Discretionary Nature of Promotion. "The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor, and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest; and, the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service

that may enhance the likelihood of promotion in the future" (see Texas State University System, *Rules and Regulations*, Chapter V, Subsection 4.31).

- 2.4 Only members of the faculty with the academic rank of associate professor or professor may be granted tenure. Tenure and promotion from assistant professor to associate professor are linked at Sam Houston State University. A faculty member cannot be promoted to the rank of associate professor without a concomitant award of tenure. Tenure may be granted at the time of appointment to an academic rank of associate professor or professor, or initially tenure may be withheld pending satisfactory completion of a probationary period of faculty service.

3. THE ACADEMIC RANKS

- 3.1 Sam Houston State University shall utilize the following academic ranks for tenure-track and tenured faculty: instructor, assistant professor, associate professor, professor, and distinguished professor. The terminal degree or special credentials are required for all tenure-track ranks except instructor (see Review of Probationary Faculty, 8.04).
- 3.2 Terminal Degrees and Special Credentials
- a. The term "special credentials" as used in this policy shall be defined to include the Certified Public Accountant license and other special credentials, insofar as these signify generally recognized levels of achievement, competence, and experience specifically applicable to particular academic fields.
 - b. The term "terminal degree" as used in this document shall be defined as the highest academic degree customarily awarded in the field of study. This term may include the Master of Fine Arts, the Doctor of Jurisprudence, the Master of Social Work, and the Master of Library Science from a library school program accredited by the American Library Association.
- 3.3 Sam Houston State University shall utilize the following academic rank designations for interim, non-tenure-track faculty: Visiting Scholar, Adjunct Faculty, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Clinical Faculty, Lecturer-Pool Faculty, Lecturer-Special Faculty, Lecturer, Research Faculty, Visiting Assistant Professor, Visiting Associate

Professor, and Visiting Professor. These academic rank designations shall not be assigned to faculty in tenure-track positions.

4. GENERAL PROCEDURAL GUIDELINES

- 4.1 For purposes of tenure, the term "tenure unit" is defined as the faculty of a college which is not divided into smaller units, or of a department, or of an officially designated program or group of programs within a department, or of the Newton Gresham Library, who share in the obligations, rights, and protections of tenure within their discipline(s). The designated tenure units, within the present administrative structure at Sam Houston State University, are those listed below.

Tenure Units in the College of Business Administration

Accounting
Economics and International Business
General Business and Finance
Management and Marketing

Tenure Units in the College of Education

Curriculum and Instruction
Educational Leadership and Counseling
Language, Literacy and Special Populations
Library Science

Tenure Units in the College of Fine Arts and Mass Communication

Art and Photography
Dance
Mass Communication
Music
Theatre

Tenure Units in the College of Health Sciences

Health and Kinesiology
Nursing

Tenure Units in the College of Humanities and Social Sciences

- Communication Studies
- English
- Family and Consumer Sciences
- Foreign Languages
- History
- Philosophy
- Political Science
- Psychology
- Sociology

Tenure Units in the College of Sciences

- Agricultural Sciences and Technology
- Biological/Environmental Sciences
- Chemistry
- Computer Science
- Geography
- Geology
- Mathematics and Statistics
- Physics

Tenure Units in the College of Criminal Justice.

- Criminal Justice and Criminology
- Forensic Science
- Security Studies

The Newton Gresham Library is a tenure unit.

- 4.2 For ease of reference in the remainder of this document, the term "department" refers to each of the tenure units listed in section 4.01 above. Furthermore, the term "department/school chair" refers to the relevant administrative official, whether that person is the chair of the department/school within which the tenure unit is located or the Director of the Newton Gresham Library.
- 4.3 Years of service as tenure-track probationary faculty. Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor,

Instructor, or any combination thereof shall be counted toward fulfillment of a required probationary period related to the award of tenure. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period.

- 4.4 Calculating years of service. For purposes of calculating the period of probationary service, an "academic year" shall be the approximate nine-month period from September through May. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.
- 4.5 Prior service credit. At the discretion of Sam Houston State University, prior service of up to three years at another university may be counted toward fulfillment of the required probationary period for tenure and promotion.
- 4.6 Maximum probationary service and the duty of the University to give notice. The maximum period of probationary faculty service at Sam Houston State University in tenure-track status in any academic rank or combination of the academic ranks of instructor, assistant professor, associate professor, or professor shall not exceed six years of full-time academic service. Not later than August 31 of the last academic year of the maximum probationary period in effect, a tenure-track faculty member shall be given written notice that the subsequent academic year will be the terminal year of employment or that beginning with the subsequent academic year, tenure will be granted. In the event that the employment of a tenure track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with Subsection 4.10 below. Faculty members who have not been granted tenure by the Board of Regents shall not be entitled to tenure by virtue of being employed past the probationary period, i.e., such faculty members do not have *de facto* tenure.
- 4.7 Suspension of the Probationary Period
 - 4.71 Personal circumstances may justify the suspension of the tenure clock. It is the responsibility of the faculty member to provide appropriate documentation to demonstrate sufficiently why the request should be granted.

- 4.72 The department/school chair will provide his/her recommendation concerning the request for a suspension of the tenure clock to the dean within five working days from receipt of the request.
 - 4.73 The dean will provide his/her recommendation concerning the request for a suspension of the tenure clock to the Provost and Vice President for Academic Affairs within five working days from receipt of the department chair's recommendation.
 - 4.74 The decision regarding the request for a suspension of the tenure clock shall be made by the Provost and Vice President for Academic Affairs within five working days from the date of receipt of the dean's recommendation.
- 4.8 Employment continuance for non-tenured faculty. All faculty appointments are subject to the approval of the Board of Regents. The University's commitment to employ a probationary or non-tenured faculty member is limited to the term specified in the faculty member's contract for that appointment period. Any commitment to employ a non-tenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board of Regents.
- 4.9 No conflicting appointments. A person appointed to a faculty position with the rank of instructor, assistant professor, associate professor, or professor at Sam Houston State University may not, during the term of such appointment, hold a tenured or tenure-track position on the faculty of another educational institution. Appointments at Sam Houston State University to the above- specified ranks shall be conditional upon the appointee having resigned any tenured position that the appointee may then hold on the faculty of another educational institution. The resignation must be effective prior to the effective date of the appointment at Sam Houston State University; otherwise, such appointment shall be void and of no effect. The acceptance of an appointment to a tenured or tenure-track position on the faculty of an educational institution outside Sam Houston State University shall be considered as a resignation of any faculty position with the rank of instructor, assistant professor, associate professor, or professor that such appointee may hold at Sam Houston State University.

- 4.10 Written notice of non-appointment and denial of tenure. Written notice of a decision not to reappoint will be given to a tenure-track faculty member no later than March 1 of the first or not later than December 15 of the second academic year of probationary service. After two or more academic years, written notice shall be given not later than August 31 that the subsequent academic year will be the terminal year of appointment. The notice required by this section is not applicable where termination of employment is for good cause or for faculty members who are appointed on a term basis.
- 4.11 Reappointment and award of tenure. Reappointment of non-tenured members of the faculty to a succeeding academic year or the award of tenure shall be accomplished only upon the President's written recommendation and the Board of Regents' approval.
- 4.12 All faculty members shall keep the President or his/her designee notified of their current mailing addresses.

5. CATEGORIES AND STANDARDS OF PERFORMANCE

- 5.1 Recommendations for reappointment, tenure, and/or promotion should consider the following categories and standards of performance.
 - a. Categories of Performance
 - (1) Teaching: This category includes, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; academic advising; and supervision of undergraduate and graduate students.
 - (2) Scholarly and/or Creative Accomplishment: For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology, patents or commercialization of research (where applicable), poetry, painting, musical performance or composition, and sculpture.
 - (3) Service: This category includes service to students, colleagues, program, department, school, college, and the University; administrative and committee service; and service beyond the

University to the profession, community, state, and nation, including academic or professionally-related public service.

- (4) Collegiality: This category addresses the faculty member's ability to function as an effective professional in accomplishing the goals of the tenure unit and the University.
- (5) Meeting of the above criteria, especially the first three, does not guarantee or confer an entitlement to tenure and/or promotion.
- (6) For special evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, "Tenets for Academic Status for Professional Librarians."

b. Standards of Performance

To be recommended for an award of tenure and/or promotion, an applicant must document a sustained pattern of professional competence and effectiveness in each of the categories of performance listed in Section 2.01. In addition, the applicant should have a clearly developed, ongoing strategy for sustaining professional development throughout his/her career.

(1) Associate Professor:

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

contributions

- sustained, documented service to the University, profession, or community, as appropriate for the discipline
- demonstrated collegiality and effectiveness as a contributing member in accomplishing the goals of the department/college/University.

(2) Professor

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

5.2 Faculty applicants for tenure and promotion are evaluated based on accomplishments for each of the four categories of performance. The weight

given to each of the four categories may be determined by department and college tenure and promotion documents; however, greater weight shall be given to teaching and creative or scholarly activities than to service or collegiality. Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion.

- 5.3 All recommendations for reappointment, tenure, and/or promotion or assessment of progress toward such shall be based on the above categories and standards. Department- and college-specific requirements relating to these categories and standards must be approved by the Provost and Vice President for Academic Affairs. Although these documents will be provided to the faculty member at the outset of employment in a tenure-track position, it is the faculty member's responsibility to know these criteria.

6. FACULTY REVIEW PORTFOLIO

- 6.1 For a faculty member to be considered for promotion and/or tenure, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The department/school chair and college dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.
- 6.2 For a faculty member to have an application considered for promotion and/or tenure, he or she must assure that the Faculty Review Portfolio contains a complete, accurate and truthful record of accomplishments that is organized under the following headings:
- a. Curriculum vita including at least:
 - (1) Academic training
 - (2) Summary of work experience
 - (3) Scholarly and creative contributions (Juried contributions must be listed separately)
 - (4) Funded grants (external and institutional grants must be listed separately)

- (5) Honors, awards, and other special recognitions
 - b. Significant professional service
 - c. Documentation of teaching performance utilizing summaries of student evaluations
 - d. Any further documentation that clarifies achievements in other sections or includes other material supporting promotion or tenure
- 6.3 Faculty are expected to maintain the highest level of standards and integrity and therefore, proven instances of academic fraud or dishonesty by faculty with regard to submitted material within the portfolio may be grounds for denial of tenure and/or promotion

7. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)

- 7.1 The DPTAC shall be an advisory body composed ordinarily of all of the tenured faculty members appointed in the tenure unit. The dean shall appoint the chair for this committee.
- 7.2 If the DPTAC, when constituted in accordance with section 7.01, has three or fewer tenured members, then the department chair and either (a) the probationary faculty member or (b) the person to be considered for promotion shall submit to the dean a list of three names of tenured faculty members from other tenure units who are qualified to serve on the DPTAC. The nominations should be accompanied by documentation of the nominees' relevant qualifications. The dean shall appoint members from these lists until there are at least four members of the DPTAC. The dean shall also appoint the chair for this committee. If the need arises to replace a member of the DPTAC, the dean shall follow the same procedure.
- 7.3 Members of the DPTAC (7.1 or 7.2) should be appointed to review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotions,

the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

- 7.4 The full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion should be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. All votes by the committee shall be done by secret ballot. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator and to the Standing Faculty Tenure Committee.
- 7.5 In addition to annual reviews, an extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the department chair and dean. The review should include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The general result (whether the majority vote was favorable or not favorable) should be reported to the probationer by the department/school chair and dean. A written summary of the DPTAC's assessment and the department chair's review shall be kept in the probationer's tenure file.

8. REVIEW OF PROBATIONARY FACULTY

- 8.1 Formative review of faculty is an ongoing process. A faculty member in the first year of probationary service as an instructor, assistant professor, or non-tenured associate professor is reviewed by the department chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the chair may notify the faculty member of his/her non-reappointment.
- 8.2 If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and/or promotion to assistant or associate professor is judged to be inadequate the dean shall make a decision and, if a faculty member is not to be renewed, notify the faculty member in writing.

- 8.3 If the performance of the faculty member is judged to be satisfactory to continue in probationary status, the department chair will discuss the results of the review with the faculty member (with a view toward improving performance) and provide her/him with a copy of the written report.
- 8.4 At Sam Houston State University, the title of instructor denotes a tenure-track probationary appointment and is used to appoint a faculty member who is near completion but does not have the terminal degree in his/her area. The maximum period that may be served in the rank of instructor is two years. In unusual circumstances, a petition for a one-year extension may be made by the probationary faculty member to the Provost and Vice President for Academic Affairs. This three-year limit does not apply to existing tenured instructors at the time of the policy's approval. Recommendations for promotion to assistant professor will be made at the earliest opportunity for consideration by the Board of Regents, The Texas State University System, when a faculty member serving in an instructor position has completed all requirements for the terminal degree. Otherwise, during an instructor's second year of service, the department/school chair shall notify the instructor in writing no later than thirty days prior to the end of the current academic year that the subsequent year will be the terminal academic year of appointment. Notice is not required where termination of employment is for good cause or program reduction or abandonment.

9. ELIGIBILITY FOR COMMITTEE SERVICE

Department/school chairs, deans, and vice presidents are not eligible to serve on the DPTAC.

10. APPOINTMENTS OF PROFESSORS

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

11. REVIEW TIMETABLE AND PROCEDURES

The individual faculty member is responsible for preparing and submitting all materials to be considered for promotion and tenure. The Standing Faculty Tenure Committee will post a specific calendar at the start of each academic year. However, the review process and the approximate annual timetable for the review procedure are as follows:

- a. By second Monday in October

Prior to the first Monday, deans will receive a list from the Provost's office of all faculty members who are eligible for either promotion and/or tenure. By the second Monday in October, the respective chairs will notify each faculty member who is eligible for consideration for promotion and/or tenure. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by their chairs and must notify their chairs and deans in writing of their intention to apply by the second Monday in October.

- b. By third Monday in January

Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio to the chairperson of the Department Promotion and Tenure Advisory Committee (DPTAC).

- c. Upon submission, the DPTAC will have two weeks to evaluate the portfolio (Weeks 1-2 after third Monday in January).

The chairperson of the DPTAC will submit the recommendations of the committee to the department/school chair. Each Faculty Review Portfolio must be forwarded with a separate recommendation for or against promotion and/or tenure. The review must include a tally of the recommendation of the committee in terms of the number in favor and against. This recommendation becomes part of the Faculty Review Portfolio.

- d. The department chair will have one week to make a recommendation (week 3).

The department chair will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the dean. A separate recommendation letter must accompany each portfolio. This recommendation becomes part of the Faculty Review Portfolio.

- e. The dean will have two weeks to make a recommendation (weeks 4-5).

The dean will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the Provost and Vice President for

Academic Affairs. This recommendation becomes part of the Faculty Review Portfolio.

- f. The Provost will have two weeks to make a recommendation (weeks 6-7).

The Provost and Vice President for Academic Affairs will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the University President. This recommendation becomes part of the Faculty Review Portfolio.

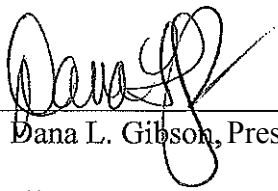
- g. The University President will send his/her recommendation to the Board of Regents for consideration at its spring meeting. After the President submits his/her recommendation to the Board, the Provost and Vice President for Academic Affairs will notify the faculty member under consideration for promotion and/or tenure of his/her recommendation. The President will officially notify faculty after the Board has acted on the recommendation.

12. APPEALS

Faculty members who are denied promotion and/or tenure have the right to appeal. All appeals shall follow the established policies and procedures for faculty grievances (see Academic Policy Statement 820830). All appeals must be initiated by September 1 of the calendar year in which the denial of promotion and/or tenure occurs.

13. REVISIONS TO THIS POLICY

Substantive proposals for revisions to this policy shall be submitted to the Standing Faculty Tenure Committee, the University Faculty Senate, the Council of Academic Deans, and the Academic Policy Council for review and comment prior to action by the Provost and Vice President for Academic Affairs.

APPROVED: 
Dana L. Gibson, President

DATE: 11-13-13

CERTIFICATION STATEMENT

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

Original Date:	April 17, 1990	Review Cycle:	April 1 ENY*
Reviewer(s):	Council of Academic Deans Academic Policy Council Faculty Senate	Review Date:	April 1, 2014

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Hebert

Provost and Vice President
for Academic Affairs

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*=Even Numbered Year

Revisions of Academic Policy 900417

Section 2.01

From:

- 1.1 Tenure. Tenure is the most important decision a university makes with regard to its faculty, and the quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University. It is not granted automatically or on the basis of seniority. Tenure is granted to faculty, after a rigorous probationary period, on the basis of meritorious performance in teaching, research, and service. A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary time period may be modified in accordance with Section 4.05 of this policy at the time of employment.

To:

- 1.1 Tenure. Tenure is the most important decision a university makes with regard to its faculty, and the quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University. It is not granted automatically or on the basis of seniority. Tenure is granted to faculty, after a rigorous probationary period, on the basis of a sustained pattern of professional competence and effectiveness in teaching, research, service and collegiality. A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary time period may be modified in accordance with Section 4.05 of this policy at the time of employment.

Section 3.01

From:

- 1.2 Sam Houston State University shall utilize the following academic ranks for tenure-track and tenured faculty: instructor, assistant professor, associate professor, professor, and distinguished professor. The terminal degree or special credentials are required for all tenure-track ranks except instructor.

To:

1.2 Sam Houston State University shall utilize the following academic ranks for tenure-track and tenured faculty: instructor, assistant professor, associate professor, professor, and distinguished professor. The terminal degree or special credentials are required for all tenure-track ranks except instructor (see Review of Probationary Faculty, 8.04).

Section 4.01

Tenure units listed here were updated 11/13/2013; do they need to be reviewed for correctness?

Section 4.05

- 1.3 Prior service credit. At the discretion of Sam Houston State University, prior service of up to three years at another university may be counted toward fulfillment of the required probationary period for tenure and promotion.

This section says credit for prior service at another university may be counted, but what about prior service at SHSU? For instance, someone who was hired as a visiting assistant/associate/full professor for a year and then applies for and receives a tenure-track position. Can this person get credit for the years spent as a visiting professor here?

Section 5.01 (a)(6)

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

Academic Policy Statement 810814 was last updated 02/05/2004. Does it need to be updated?

Section 502

- 1.1 Faculty applicants for tenure and promotion are evaluated based on accomplishments for each of the four categories of performance. The weight given to each of the four categories may be determined by department and college tenure and promotion documents; however, greater weight shall be given to teaching and creative or scholarly activities than to service or collegiality. Successful performance in any or all of such categories does not guarantee or entitle the applicant to tenure and/or promotion.

*If a candidate was successful in all of the categories, why would he/she not receive tenure?
What is the purpose of this statement?*

Section 7.03

From:

1.1 With regard to the DPTAC formed as a result of 7.02, in the case of a probationary faculty member, the members of the DPTAC should be appointed to review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotions, the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

To:

1.1 **Members of the DPTAC (7.1 or 7.2)** should be appointed to review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotions, the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

Section 8.01

1.1 Formative review of faculty is an ongoing process. A faculty member in the first year of probationary service as an instructor, assistant professor, or non-tenured associate professor is reviewed by the department chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the chair may notify the faculty member of his/her non-reappointment.

Are there non-tenured full professors? If so, would they be added to the list of ranks here?

Section 9

Department/school chairs, deans, and vice presidents are not eligible to serve on the DPTAC.

Should associate chairs, program directors, and others be dealt with here?

Section 12

1. APPEALS

Faculty members who are denied promotion and/or tenure have the right to appeal. All appeals shall follow the established policies and procedures for faculty grievances (see Academic Policy Statement 820830). All appeals must be initiated by September 1 of the calendar year in which the denial of promotion and/or tenure occurs.

Academic Policy Statement 820830 was last updated 03/18/05. Does it need revising?