

**SUL ROSS STATE UNIVERSITY**  
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**SRSU Policy: Appointment of Faculty to Academic Ranks**

**SRSU Policy ID: FH 2.04**

**Policy Reviewed by: Executive Vice President and Provost Approval Authority: President of the University**

**Approval Date: May 2, 2017**

**Next Review Date: May 2, 2022**

The initial appointment of a faculty member to an academic rank will adhere to the following criteria:

A. Faculty Ranks

1. Professor

The earned terminal degree in one's field or equivalent, a minimum of five years at the rank of Associate Professor, and a minimum of ten years' teaching experience at the college or university level or the equivalent as defined by the academic department are required. In addition, faculty considered for this rank must demonstrate teaching excellence, dedication to and growth in the profession, and scholarship or performing artistry.

2. Associate Professor

The earned terminal degree in one's field or equivalent and a minimum of ~~five~~ five years at the rank of Assistant Professor are required. Faculty will apply for promotion to Associate Professor and tenure on the same year.

3. Assistant Professor

The earned terminal degree in one's field or equivalent is required for appointment to the rank of Assistant Professor.

4. Instructor

The master's degree with a major in the appropriate teaching field is required for appointment to the rank of instructor. This is the lowest tenure-track rank.

5. Lecturer

The rank of Lecturer is for a temporary, non-tenure-track position implying no obligation beyond the designated term specified in the appointment letter. Employment is based on departmental needs.

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6. Part-time Lecturer
7. Adjunct Faculty
8. Terminal Degree Equivalency

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be documented and justified in writing by the appropriate departmental chair, college/school dean, and the Executive Vice President and Provost. Such documentation and justification will be a part of the individual's permanent file.

**B. General Qualifications and Criteria for Promotion**

Promotion from one rank to another does not automatically occur when an individual's level of education and experience meet the minimum requirements for the next rank. Promotion is based on the requirements for each rank, gGeneral qQualifications and cCriteria, and the recommendations of the appropriate University officials as outlined in the policy statement. The qualifications and criteria for promotion are as follows:

**1. Effective Teaching**

The primary criterion for promotion at Sul Ross State University is effective teaching as evidenced by the annual evaluation process. During the year that a faculty member has applied for promotion, both the dean and the department chairperson shall observe and evaluate the applicant's classroom teaching. The faculty member shall decide whether the observation is an actual visit to the classroom or based upon a video of the ~~class room~~ classroom activity. If the video alternative is chosen, then it is the responsibility of the faculty member to make all of the arrangements for the videotaping. In the event that a faculty member teaches exclusively online, the chairperson and dean will be allowed access to the online courses in order to review and evaluate.

**2. Demonstrated scholarship and/or performing artistry.**

**3. Demonstrated ability to stay current in the appropriate academic field and to communicate knowledge in that field.**

**4. Cooperation and collegiality with faculty, staff, and administration in fulfilling the mission of the University.**

**5. Productive service in university organizations such as faculty councils, university committees, student life, and honor societies.**

**Commented [PL1]:** The part-time lecturer is unclear to us.

**Commented [PL2]:** Add explanations to part-time lecturer and adjunct faculty in section A.

**Commented [PL3]:** Should we have an attached rubric for teaching evaluation?

**Commented [PL4]:** In B4, should we add "collegiality" to cooperation?

**Commented [CB5R4]:** Done

65. ~~Participation in Contributions to~~ professional organizations in the appropriate academic field.

7. Active community service outside the University.

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C. Procedure for Promotion Recommendations

1. Deadlines.

The ~~Joint Council for Faculty Affairs~~~~Faculty Affairs Council~~ shall establish the deadline for each stage of the promotion review procedure in the spring semester for the following academic year. These dates shall be included in the University's academic calendar and announced at the first meeting of the Faculty Assembly in the fall semester.

**Commented [PL6]:** C1--the provost establishes the dates in the academic calendar. It is not established by the councils.

2. Fall Semester Notice from the Executive Vice President and Provost.

At the start of the fall semester, the Executive Vice President and Provost shall review the University's institutional needs to determine the number of promotions for each of the faculty ranks. The Provost shall inform the chairpersons of the ~~Tenure and Promotion Review Faculty Affairs Councils~~ of the number of promotions available and the chairperson shall announce this number at the first meeting of the Faculty Assembly ~~and Senate meetings~~ in the fall semester.

**Commented [PL7]:** We do not do C2.

**Commented [PL8R7]:** Deans support the randomization.

**Commented [PL9]:** Or would this be the Faculty Affairs chair? This is confusing . . . .

3. Application.

Faculty members must submit an application for promotion to the department chairperson by the second Friday in October.

4. Contents of the Application for Promotion.

The promotion application shall include the official application for promotion (see Appendix ~~Attachment A~~), a letter of application for promotion, a copy of the applicant's initial letter of appointment, a copy of the current *Curriculum Vita*, copies of the department chairperson's annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the promotion review also shall be added to the promotion application as the application moves through the review procedure.

**Commented [PL10]:** Do we need to add the narrative document here to the recommendation?

The application may also include other evidence of contributions to the fulfillment of the University's mission statement and the applicant's commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs, as well as other scholarly work appropriate to the discipline.

It is the individual faculty member's responsibility to provide full documentation of the application. Faculty members who fail to document adequately their application may not append additional information after the review process has begun and may be denied promotion based upon insufficient documentation.

Such denial shall not prejudice consideration during future promotion consideration.

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### 5. Department.

The department chairperson shall convene the Department Promotion Committee to consider all applications for promotion in the department. This committee shall consist of the tenured faculty in the department. If there are fewer than three persons from the applicant's department or program qualified to serve on the departmental reviewing committee, a number of faculty members from outside the department sufficient to compose a departmental committee of three will be selected ~~randomly~~ by the dean of the academic college in consultation with the applicant. Faculty members qualified to be chosen for membership on the departmental committee are faculty members with tenure within the college with the rank of Associate Professor or Professor. The applicant and the department chair may each veto the selection of one committee nominee selected through the ~~random~~ selection process. However, if there is no department chair or if the chair is the applicant, the dean of the college and the applicant may each veto one nominee.

The committee shall elect its own chairperson. Faculty members may not serve on the Department Promotion Committee during the year in which they are being considered for promotion. The committee shall vote "for" or "against" promotion and shall rank all applicants within each academic rank. The committee will provide a narrative explaining the applicant's strengths and weakness in the areas of teaching, scholarship, and service to the University. If the applicant is denied promotion, the committee will include in the narrative the areas in which the applicant is deficient for promotion with suggestions for improvement. The narrative should be included as part of the faculty member's application for promotion.

The committee shall forward its recommendations and written ~~narrative justifications~~ to the department chairperson. The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the complete application for promotion to the dean of the college by the second Friday in November. If the department chairperson is applying for promotion, then the Department Promotion Committee shall forward the candidate's promotion application directly to the dean by the above date.

### 6. College.

The dean shall convene the College Promotion Committee by the second Friday in December and provide all applications for promotion. The College Promotion Committee shall include the chairpersons from the various department promotion committees within the college. The College Promotion Committee shall elect its own chairperson. The committee shall review each application for promotion and vote "for" or "against" promotion for each applicant and rank all

**Commented [PL11]:** For number 5, do we need to rank if we do not limit amount of available promotions? That would be the only reason, yes?

**Commented [PL12]:** In #5, would the narrative be added to the dossier?

applicants within each academic rank. When the college review is complete, then the committee shall forward the applications to the dean.

7. Dean.

The dean shall make a recommendation and then notify the applicant of the college school recommendations if requested by the applicant. The dean shall forward all applications for promotion to the chairperson of the Promotion and Tenure Review Council by the second Friday in February.

**Commented [CB13]:** My suggestion is to eliminate this layer of review. We already have Departmental Committee, Campus Committee, University Committee and the chair, Dean and Provost.

**Commented [PL14]:** We agree.

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8. Campus Review.

a. Alpine. The Promotion and Tenure Review Council shall review all applications for promotion from the Alpine campus and vote "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The recommendations shall be transmitted to the Joint Council on Faculty Affairs on Academic Affairs by the Friday before Spring Break in March.

b. Del Rio-Eagle Pass-Uvalde (Rio Grande College). The Promotion and Tenure Review Council shall review all applications for promotion from the Del Rio-Eagle Pass-Uvalde (Rio Grande College) campuses and vote "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The recommendations shall be transmitted to the Joint Council on Faculty Affairs on Academic Affairs by the Friday before Spring Break in March.

9. University Review

a. The promotion recommendations from each campus Promotion and Tenure Review Council shall be transmitted to the Joint Council on Faculty Affairs, a joint council of the SRSU Faculty Governance Organizations. The Joint Council on Faculty Affairs shall be comprised of nine tenured faculty members with the rank of Professor from the Alpine and the ~~Del Rio Eagle Pass Uvalde~~ (Rio Grande College) campuses. The Joint Council on Faculty Affairs shall receive and review the recommendations for promotion. Two-thirds of the membership shall be from the Alpine campus and one-third from the ~~Del Rio Eagle Pass Uvalde~~ (Rio Grande College) campuses. The membership of the Joint Council on Faculty Affairs shall be appointed by the presiding officers of the SRSU Faculty Governance Organization.

**Commented [PL15]:** Can we/should we leave out the city locations and refer to Rio Grande College campuses?

**Commented [CB16R15]:** I don't think so

b. The senior faculty member of the committee shall chair the committee.

c. The Joint Council on Faculty Affairs shall transmit the recommendations to the Executive Vice President and Provost by the first Friday in April.

**Commented [PL17]:** Do we need the rankings if we are not limiting--or are we limiting?

10. Executive Vice President and Provost.

The Executive Vice President and Provost shall review all applications for promotion and recommend either "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The Executive Vice President and Provost shall forward these recommendations to the President of the University by the last Friday in March. The Executive Vice President and Provost shall notify the applicant of these recommendations if requested by the applicant.

**Commented [PL18]:** Do we need to rank?

11. President.

The President shall review all applications for promotion, even ones that did not come forward with the recommendation of the Executive Vice President and Provost, and determine which promotions to recommend to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, and deans, the chairperson of the Promotion and Tenure Review Councils, [the chairperson of the Joint Council on Faculty Affairs](#), and the Executive Vice President and Provost of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the promotions made by the Board.

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D. Special Considerations

1. Withdrawing an application.

An applicant may withdraw an application for promotion at any time in the promotion review process.

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of promotion or to a hearing to review or appeal such denial, unless he or she submits in writing to the President factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.44 of the *Rules and Regulations, Texas State University System*) with the exceptions applicable to non-tenured faculty who are not reappointed (Chapter V, Subsection 4.28).

**Commented [PL19]:** We need to check the system regulations for accuracy.

3. Promotion/Tenure Committees.

It is assumed that the various departmental ~~and school~~ committees shall be convened to review applications for promotion and tenure concurrently.

4. Return of Applications

When the promotion-review procedure is complete, the Executive Vice President and Provost shall forward all applications to the chairpersons of the Promotion and Tenure Review Councils, who shall return the applications to the applicants.

**Commented [PL20]:** This has not been occurring. If the Provost returns the dossiers, this needs clarifying.



**SUL ROSS STATE UNIVERSITY**  
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**SRSU Policy: Tenure**

**SRSU Policy ID: FH 2.06**

**Policy Reviewed by: Executive Vice President and Provost Approval Authority: President of the University**

**Approval Date: February 26, 2019**

**Next Review Date: May 2, 2022**

Tenure must be viewed from the standpoint of the general good of the University. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a corresponding commitment by the faculty member to the goals and mission of the University and acceptance of the responsibilities as set forth in the *Rules and Regulations, Texas State University System*, in the *Faculty Handbook* of the University, and the statements by the American Association of University Professors on academic freedom, tenure, and due process.

**A. Evaluation Procedure for Tenure**

Employment by the University for the period of time required before tenure can be considered does not imply that a faculty member has met all criteria required for tenure. The faculty member must demonstrate, at the time tenure is considered, a significant contribution to the mission of the University during the probationary period and show potential for continued significant contributions to that mission.

1. Earned terminal degree.

The earned doctorate or designated terminal degree is a prerequisite to consideration for tenure. The only exception is in those instances in which the initial letter of appointment or a subsequent reappointment letter clearly waives the requirement of a terminal degree as an ultimate condition of eligibility for tenure consideration.

2. Regular evaluation.

Beginning with appointment to a tenure-track position, each non-tenured faculty member will be observed and evaluated in the classroom annually by the department chairperson and the college dean. The chairperson shall maintain the departmental file of these annual evaluations with a summary of the University-sponsored student evaluations along with anything else the faculty member may wish to submit.

3. Documented conferences.

After consultations with the tenured faculty of the department, the chairperson shall hold a conference with the tenure-track faculty member and enter into the departmental file all notes from this conference. A copy of these notes shall be given to the faculty member. This process shall be repeated each successive spring semester until the probationary faculty member has been granted tenure. After the faculty member has been granted tenure, this process shall continue as part of the Performance Evaluation of Tenured Faculty Members.

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Commented [PL21]: The Colleges have been implementing this unevenly. We need to standardize and follow this protocol.

Commented [PL22R21]: We need to review FE1 (math is wrong and only one college is filling this out).

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Commented [PL23]: This has not been happening at all! Would this be the place for the three-year review? Perhaps have the department chair meet as part of fe 3 and then implement third-year review.



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4. Probationary Period.

The probationary period is ~~five six~~ years from the date of employment indicated on the original letter of appointment. The letter of appointment to the ~~sixthseventh~~ year shall state that the appointment is terminal or that tenure has been awarded, unless other special employment circumstances have been determined by the provost. Faculty will apply for tenure and Associate Professor in the same year.

5. Third-Year Review

During the third year of the probationary period, the department chairperson shall convene the Departmental Third-Year Tenure and Promotion Committee to review and consider the faculty member's progress toward tenure and promotion. The committee will consist of the Departmental chairperson and two tenured faculty members of the department. If there are fewer than three persons from the applicant's department or program qualified to serve on the departmental reviewing committee, several faculty members from outside the department sufficient to compose a departmental committee of three will be selected ~~in~~ by the dean of the academic college in consultation with the third-year review candidate. Faculty members qualified to be chosen for membership on the departmental committee are faculty members with tenure within the college with the rank of Associate Professor or Professor. The applicant and the department chair may each veto the selection of one committee nominee. However, if there is no department chair or if the chair is the applicant, the dean of the college and the applicant may each veto one nominee.

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~~5.6.~~ Credit for previous experience.

A maximum of ~~two three~~ years of credit toward fulfillment of the required probationary period may be awarded, at the time of employment, for previous college or university teaching experience. The initial letter of appointment shall indicate the years of credit awarded for previous college or university teaching experience as well as the date when the individual shall be considered for tenure.

~~6.7.~~ Tenure at the time of employment.

Tenure may be granted at the time of employment in exceptional situations under the current provisions of the *Rules and Regulations* of the Board of Regents.

~~7.8.~~ Leave of absence.

Time spent on leave of absence will not apply toward the minimum years of experience at Sul Ross State University which are required for eligibility for tenure.

## B. Eligibility of Administrators for Tenure

### 1. Teach part-time.

An administrator who teaches part-time may be eligible for tenure in a department offering instruction for which that administrator is academically prepared. To become eligible for tenure, the administrator must have taught on a part-time basis for a period of time at least equivalent to that required for the granting of tenure to full-time faculty of the same academic rank.

### 2. Tenured position only in academic department.

A tenured appointment for an administrator will apply only for the faculty (teaching) position. The privilege of returning to a full-time teaching appointment with tenure will be contingent upon the availability of a full-time position in the appropriate academic department, and the decision for such a change will be at the discretion of the President and the Board of Regents.

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C. Procedure for Tenure

1. Deadlines.

The evaluation of faculty for tenure is an annual process which begins in the fall semester and continues into the spring semester. The exact dates for each stage of this evaluation process shall be established by the Joint Council for Faculty Affairs Council each spring semester and included in the University's academic calendar and announced at the first meeting of the Faculty Assembly in the fall semester. ok

2. Criteria.

In making recommendations for tenure, the faculty and administrative officers will consider a candidate's annual performance evaluations, along with the University's institutional needs, as well as the candidate's contributions and potential for continued contributions to the institution.

The tenure-review procedure is as follows:

a. Application.

The tenure-review process shall be initiated by the faculty member in the fall semester of the final year of the probationary period as indicated in the faculty member's initial appointment letter. By the second Friday in October, the candidate must present an application to the department chair.

b. Contents of the application for tenure.

The application for tenure shall include the official application for tenure (see Appendix), a letter of application for tenure, a copy of the applicant's initial letter of appointment, a copy of the current *Curriculum Vita*, copies of the department chairperson's annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the tenure review procedure shall be added to the tenure application as the application moves through the review procedure.

The application may also include other evidence of contributions to the fulfillment of the University's mission statement and the applicant's commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs and other scholarly work appropriate to the discipline.

It is the individual faculty member's responsibility to provide full documentation of the application. Faculty members who fail to document

**Commented [PL24]:** Faculty Affairs does not determine this--it is Academic Affairs that has been doing this.  
2a.: This codifies the date...

**Commented [PL25]:** 2b.: This needs to be a numbered or bulleted list. Should we have an attachment checklist?

**Commented [PL26]:** Why are we ranking applicants? We suggest deleting and doing away with this practice.

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adequately their application may not append additional information after the review process has begun and may be denied tenure based upon insufficient documentation. ok

### c. Department.

The department chairperson shall convene the Department Tenure and CommitteePromotion Committee to consider all applications for tenure-tenure and promotion to Associate Professor in the department. This committee shall consist of all of three the tenured faculty in the department. If there are fewer than three persons from the applicant's department or program qualified to serve on the departmental reviewing committee, a number of faculty members from outside the department sufficient to compose a departmental committee of three will be selected randomly by the dean of the academic college in consultation with the applicant. Faculty members qualified to be chosen for membership on the departmental committee are faculty members with tenure within the college with the rank of Associate Professor or Professor. The applicant and the department chair may each veto the selection of one committee nominee selected through the random selection process. However, if there is no department chair or if the chair is the applicant, the dean of the college and the applicant may each veto one nominee.

The committee shall elect its own chairperson. The committee shall vote "for" or "against" tenure and then return the application for tenure and promotion to the department chairperson. The committee will provide a narrative explaining the applicant's strengths and weakness in the areas of teaching, scholarship, and service to the University. If the applicant is denied tenure, the committee will include in the narrative a justification for their denial.

The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the application to the dean of the college by the second Friday in November. If the department chairperson is applying for tenure, then the Department Tenure Committee shall forward the chairperson's application directly to the dean by the above date.

### d. College.

The dean shall convene the College Tenure Promotion Committee by the second Friday in December and provide all applications for tenure. The College Tenure Committee shall include the chairpersons of the

Department Tenure Committees within the college. The committee shall elect its own chairperson. The committee shall review each application for tenure and vote "for" or "against" tenure for each applicant. When the college review is complete, then the committee shall return the applications to the college dean.

**Commented [PL27]:** Why take out random--this leaves open for argument? What happens when the college lacks enough tenured faculty for the departmental group and random would not necessarily work? This needs clarifying.

**Commented [PL28]:** Again, the date is set not by Faculty Affairs. We think clarify earlier that Academic Affairs sets on Academic Affairs and in accordance with the Handbook.

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e.d. Dean.

The college dean shall make a recommendation "for" or "against" tenure and then notify the applicant of the college recommendations if requested by the applicant. The dean shall forward all applications for tenure to the chairperson of the Promotion and Tenure Review Council by the second Friday in February.

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f.e. Campus.

i. Alpine. The Promotion and Tenure Review Council shall review all applications for tenure from the Alpine campus and vote "for" or "against" granting tenure to each applicant. The Promotion and Tenure Review Council shall rank all applicants. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.

**Commented [PL29]:** Why rank these? We recommend deleting and doing away with the practice.

ii. ~~Rio Grande College~~~~Del Rio Eagle Pass Uvalde~~. The Promotion and Tenure Review Council shall review all applications for tenure from the Del Rio-Eagle Pass-Uvalde campuses and vote "for" or "against" granting tenure to each applicant. The

Promotion and Tenure Review Council shall rank all applicants. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.

**Commented [PL30]:** Ditto the ranking comment.

g.f. University Review.

i. The tenure recommendations from each campus Promotion and Tenure Review Council shall be transmitted to the Joint Council on Faculty Affairs, a joint council of the SRSU Faculty Governance Organizations. The Joint Council on Faculty Affairs shall be comprised of nine tenured faculty members with the rank of Professor from the Alpine and the ~~Rio Grande College~~~~Del Rio Eagle Pass Uvalde~~ campuses. The Joint Council on Faculty Affairs shall receive and review the recommendations. Two-thirds of the membership shall be from the Alpine campus and one-third from the ~~Rio Grande College~~~~Del Rio Eagle Pass Uvalde~~ campuses. The membership of the Joint Council on Faculty Affairs shall be appointed by the presiding officers of the SRSU Faculty Governance Organizations.

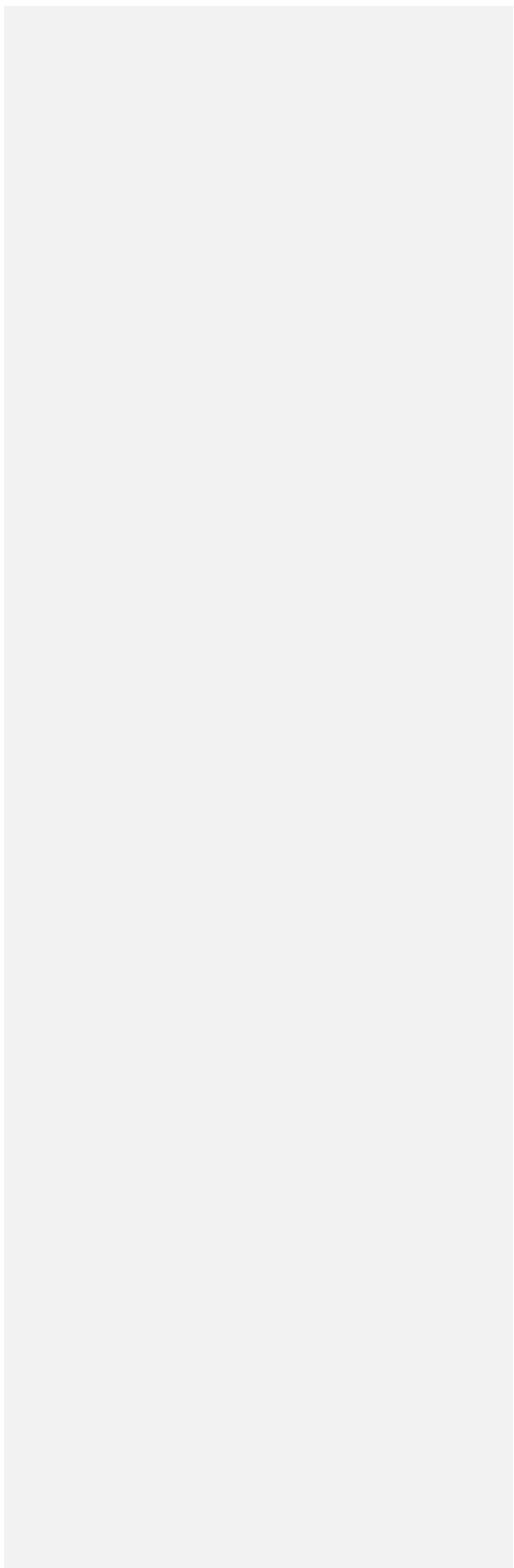
ii. The senior faculty member of the committee shall chair the committee.

iii. The Joint Council on Faculty Affairs shall transmit the recommendations to the Executive Vice President and Provost by the first Friday in April.

[h.g.](#) Executive Vice President and Provost.

The Executive Vice President and Provost shall review all applications for tenure and recommend either "for" or "against" granting tenure to each applicant. The Executive Vice President and Provost shall forward the applications to the President by the second Friday in April. The Provost shall notify the applicant of the recommendation if requested by the applicant.

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h. President.

The President shall review all applications for tenure and determine who shall be recommended for tenure to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, and college deans, the chairperson of the Promotion and Tenure Review Councils, and the Executive Vice President and Provost of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the action taken by the Board.

**Commented [PL31]:** This has been inconsistent between President and Provost--we need to be consistent.

D. Special Considerations

1. Withdrawing an ~~Application~~ application.

An applicant may withdraw an application for tenure at any time in the tenure-review procedure [which may result in a terminal contract](#).

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of tenure or to a hearing to review or appeal such denial, unless he or she submits in writing to the president factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.444, of the *Rules and Regulations, Texas State University System*) with the exceptions applicable to non-tenured faculty who are not reappointed or who are denied tenure (Chapter V, Subsection 4.28).

**Commented [PL32]:** Cross-check for accuracy.

3. Tenure/Promotion Committees.

It is assumed that the various departmental ~~and college~~ committees shall be convened to review applications for tenure and promotion concurrently.

4. Return of Tenure Applications

When the tenure-review procedure is complete, the Executive Vice President and Provost shall forward all applications to the chairperson of the Promotion and Tenure Review Councils, who shall return the applications to the applicants.

**Commented [PL33]:** This has not been followed.

5. Deadline for Promotion/Tenure Review

The following timeline defines the deadlines for the promotion/tenure review process:

- 2<sup>nd</sup> Friday in October: Applications to department chairperson
- 2<sup>nd</sup> Friday in November: Applications from department to college dean
- ~~2<sup>nd</sup> Friday in December: Applications from deans to College Review Committees~~

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- 2<sup>nd</sup> Friday in ~~December~~February: Applications from college deans to University Promotion and Tenure Council
- 2nd Friday in February~~before Spring Break in March~~: Applications from College Promotion and Tenure Review Councils to the Joint Council on Faculty Affairs
- Friday before Spring Break~~First Friday in April~~: Applications from the Joint Council on Faculty Affairs to the Executive Vice President and Provost
- First Friday ~~Second Friday~~ in April: Applications from the Executive Vice President and Provost to President
- May Meeting, Board of Regents: Recommendations to the Board of Regents

**Commented [PL34]:** If approved, this should be changed/added in the promotion section. Or, make this a combined increment applying to both tenure and promotion. Also, the dates are established here, so this should consistently be the notation that the calendar for dates is according to this document?