

CRITERIA FOR THREE YEAR REVIEW TOWARD TENURE AND PROMOTION

Based on the criteria from the 2016 SRSU Faculty Handbook, the general qualifications and criteria for promotion and tenure 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 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.

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 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.

6. Contributions to professional organizations in the appropriate academic field.

7. Active community service outside the University.

Toward assessing these goals, the follow procedure will be followed:

1. Deadlines.

The Dean of the College of Arts and Sciences (with the consultation of the Department Chair of each respective department in the school) shall establish the deadline for each stage of the review procedure in the Spring semester of each academic year. These dates shall be announced at the last Arts & Sciences Chair Council meeting in the fall semester. The Chairs and the Dean will review their tenure-track faculty rosters at this time, and determine which faculty have either served or have earned credit toward up to 2 ½ years of university service at that time. Those faculty identified will be eligible to participate in the three year review process in order to have two full years of time prior to the submission of their tenure and/or promotion packet.

2. Fall Semester Notice from the Dean of Arts & Sciences.

At the end of the fall semester, the Dean of Arts & Sciences shall inform each respective chairperson of Arts and Science Departments of the number of reviews to be conducted within their departments, and who the eligible faculty are. The Department Chairpersons are

responsible to inform their respective faculty of this notice, as well as to inform their department tenure and promotion committees of the number and individuals being reviewed that cycle.

3. Application.

Faculty members must submit an application for review to the department chairperson by the second Friday the university is in session in January. This should coincide with the submission of annual FE-3 for academic evaluation.

4. Contents of the Application for Promotion.

The review application shall include the following materials required for the official application for promotion

- 1) a letter of application for review justifying future promotion and tenure
- 2) a copy of the applicant's initial letter of appointment
- 3) six copies of the current Curriculum Vita (one in the dossier and 5 supplemental copies.
- 4) copies of the department chairperson's annual evaluations for the most recent three years or a minimum of those years served as Sul Ross if less than three years
- 5) a teaching observation from at least the Dean of the College of Arts & Sciences and the respective Department Chairperson, as well as a supplemental summary evaluation from department tenure and promotion committee (see below).
- 6) and summary sheets of the student course evaluations for the most recent three years or a minimum of those years served at Sul Ross if less than three years

All recommendations from each level of the review also shall be added to the review dossier as the application moves through the review procedure. The various teaching observations can be added to the packet during each respective stage of the review process, unlike in the actual tenure and promotion process.

The application should 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 have their review penalized based upon insufficient documentation.

5. Department.

The department chairperson shall convene the Department Tenure and Promotion Committee to consider all applications for review in the department. This committee shall consist of all the tenured faculty in the department. The committee shall elect its own chairperson. The committee shall vote "for" or "against" each applicant by the standards set within each department for tenure and promotion. The committee also shall rank all applicants within the review cycle. The committee shall forward its recommendations and written justifications to the department chairperson. The written summary should indicate with areas the candidate is performing

sufficiently at this time to be on track for tenure and promotion if continued at the current level of activity and performance. It should also include areas of concern as seen by the department committee at this time that could be problematic when the candidate goes up for tenure and promotion in 3 years. During this assessment, the committee (or a subset of the committee) is invited to conduct a teaching observation of each candidate to help in their assessment. This teaching observation summary should also be added to the review dossier.

The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations at the time of their evaluation. The chairperson shall forward the complete application for review to the dean of the college by the first Friday in March. If the department chairperson is applying for review, then the Department Tenure and Promotion Committee shall forward the candidate's review dossier directly to the dean by the above date.

6. College.

The Dean shall convene the College Tenure and Promotion Committee by the third Friday in March (the week following Spring Break) and provide all dossiers for reviews. The College Promotion Committee shall include the chairpersons from each of the department tenure and promotion committees within the college. The College Promotion Committee shall elect its own chairperson. The committee shall review each application for review and vote "for" or "against" for each applicant and rank all applicants based on the standards for tenure and promotion within the College of Arts and Science. When the college review is complete, then the committee shall forward the dossiers to the dean.

7. Dean.

The Dean shall make a recommendation and then notify the applicant and department chairperson of the school recommendations. This notification shall be relayed to the respective parties by the last week in April, prior to Spring Commencement. At this time, the Chairperson of the respective department and the Dean can meet with each candidate individually to review the assessment, and provide guidance toward future tenure and promotion processes.

APPLICATION FOR THREE YEAR REVIEW TOWARD TENURE

Name _____ Department _____

Highest Degree _____ Discipline _____

Present Rank _____

Total Years University Experience _____ Total Years Sul Ross Experience _____

Recommendation:

Departmental Review Committee For _____ Against _____
*Rank: _____ of _____

Department Chair For _____ Against _____
*Rank: _____ of _____

School Review Committee For _____ Against _____
*Rank: _____ of _____

Dean For _____ Against _____
*Rank: _____ of _____

*Rank each applicant relative to total number of applicants reviewed.