

1. PURPOSE

The purpose of this policy is to clarify roles and explain procedures for the hiring, evaluation, promotion, and merit/promotion pay of all non-tenure track faculty at Sam Houston State University in accordance with 800114, *Academic Instructional and Research Personnel*, as well as Texas State University System *Rules and Regulations*.

2. GENERAL

- 2.01 All non-tenure track faculty shall be permitted to attend and contribute to regular faculty/staff meetings in their department unless prohibited by academic policy. All non-tenure track faculty are encouraged to collaborate with the department on such matters as curriculum development, textbook selection, and other appropriate organizational interests.
- 2.02 All non-tenure track faculty shall be provided with an opportunity to express their interest in serving on department, college, and University committees, including via the Faculty Senate Committee Preference Survey. Should service not be a component of the faculty member's annual/semester departmental offer letter, committee service shall be voluntary and *ex officio*.

3. HIRING

- 3.01 Hiring of all non-tenure track faculty follows the procedures outlined in 800114, *Academic Instructional and Research Personnel*. Non-tenure track faculty who are hired on an annual basis and have prior relevant experience may negotiate up to three (3) years of service toward promotion at the time of hire. Generally, the initial offer letter shall document any years of service toward promotion.
- 3.02 All non-tenure track faculty shall be provided initial orientation/training, as well as ongoing supervision and evaluation.
- 3.03 Workload assignments for all non-tenure track faculty with respect to teaching or librarianship, as well as scholarly/creative activities and service, where applicable, shall be documented in their annual or semester departmental offer letter, expressed as the number of workload credits assigned for each in accordance with 790601, *Faculty Workload*.

- 3.04 Lecturer-pool faculty are hired on a semester basis. In general, other non-tenure track faculty are hired on an annual basis, although non-tenure track faculty who have been promoted to the ranks of Senior Lecturer, Senior Clinical Lecturer, Associate Clinical Professor, Clinical Professor, Senior Lecturer of Practice, Associate Professor of Practice, Professor of Practice, Associate Research Professor, and Research Professor shall receive appointments that are renewable annually for up to five years, subject to satisfactory annual performance reviews, departmental need, and continuity of funding.
- 3.05 Written notice of non-reappointment of a non-tenure track faculty member shall be provided no later than March 1 unless termination of employment is for good cause. Faculty hired on a semester basis, including Lecturer-pool faculty, are excluded from this requirement.

4. EVALUATION

- 4.01 Each department shall develop an instrument to be used in the evaluation of all non-tenure track faculty. The FES instrument may be used for this purpose at the department's discretion. No more than 50% of the teaching evaluation may be based on surveys of student perceptions of teaching. For examples of additional criteria for the evaluation of teaching, see section 2.02 of *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* (820317).
- 4.02 Evidence of continued professional development and professional activities such as presentations at professional conferences and committee involvement in the university or in professional organizations is encouraged and may contribute positively toward the faculty member's annual evaluation.
- 4.03 All non-tenure track faculty shall undergo a performance review annually and the review period shall be the calendar year. The basis of the annual review shall correspond to the workload credits of teaching or librarianship, scholarly/creative activity, and service documented in the faculty member's semester or annual departmental offer letter. A faculty member may not be considered below expectations for an area not explicitly identified as an expectation in the faculty member's semester/annual departmental offer letter. Accomplishments outside of expectations may contribute positively to the faculty member's evaluation at the chair's discretion; however, such positive contributions may not compensate for being below expectations in any area. The chair may elect to use a faculty committee consisting of at least 50% non-

tenure-track faculty to assist the chair in evaluating the non-tenure track faculty member in an advisory capacity. Should the department not have a sufficient number of non-tenure track faculty, non-tenure track faculty may be obtained from outside the department. The chair shall meet with the faculty member to discuss the evaluation no later than May 15 of each year.

- 4.04 In the case of a negative performance evaluation in any one area (teaching or librarianship, scholarly/creative activity, and/or service), the chair shall address any deficiencies and develop a plan for improvement.
- 4.05 A faculty member may appeal their chair's rating to the academic dean. The appeal must be submitted within ten (10) working days of receiving the evaluation and must be accompanied by supporting documentation. The academic dean shall respond to the appeal within ten (10) working days. If not satisfied with the dean's decision, the faculty member may appeal to the Provost and Sr. Vice President for Academic Affairs within ten (10) working days of receiving the dean's decision. The decision of the Provost is final.

5. PROMOTION

- 5.01 The following promotion pathways shall apply (where applicable):
 - a. Lecturer to Senior Lecturer
 - b. Lecturer of Practice to Senior Lecturer of Practice
 - c. Clinical Lecturer to Senior Clinical Lecturer
 - d. Clinical Assistant Professor to Clinical Associate Professor to Clinical Professor
 - e. Assistant Professor of Practice to Associate Professor of Practice to Professor of Practice
 - f. Assistant Research Professor to Associate Research Professor to Research Professor
- 5.02 Non-Tenure Track Faculty members are eligible to apply for promotion to a higher rank upon fulfillment of the requirements below. Candidates for promotion must demonstrate a professional commitment to sustained productivity as appropriate to the particular appointment, as well as a commitment to the mission of SHSU. On rare occasions, truly outstanding faculty may be considered for promotion prior to the number of years of required service.

- a. Promotion from Lecturer to Senior Lecturer and Lecturer of Practice to Senior Lecturer of Practice:

The candidate must have served at least five (5) years in the rank of Lecturer or Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- b. Promotion from Clinical Lecturer to Senior Clinical Lecturer:

The candidate must have served at least five (5) years in the rank of Clinical Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- c. Promotion from Clinical Assistant Professor to Clinical Associate Professor:

The candidate must have served at least six (6) consecutive years in the rank of Clinical Assistant Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- d. Promotion from Clinical Associate Professor to Clinical Professor:

The candidate must have served at least five (5) years in the rank of Clinical Associate Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained excellence in other assigned areas.

- e. Promotion from Assistant Professor of Practice to Associate Professor of Practice:

The candidate must have served at least six (6) years in the rank of Assistant Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- f. Promotion from Associate Professor of Practice to Professor of Practice:

The candidate must have served at least five (5) years in the rank of Associate Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- g. Promotion from Assistant Research Professor to Associate Research Professor:

The candidate must have served at least six (6) years in the rank of assistant research professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for scholarly/creative activities, and where applicable, research student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or service, where applicable, will not compensate for lack of excellence in scholarly/creative activities.

- h. Promotion from Associate Research Professor to Research Professor:

The candidate must have served at least five (5) years at the associate research professor rank. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for scholarly/creative activities, and where applicable, student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or service, where applicable,

will not compensate for lack of sustained excellence in scholarly/creative activities.

- 5.03 By the first Monday in October, the Office of the Provost shall submit to the dean a list of non-tenure track faculty eligible for promotion. By the second Monday in October, faculty members shall be notified by the chair of their eligibility for promotion. Eligible faculty members who wish to apply for promotion must submit a portfolio no later than the second Monday in January. Departments or colleges may require specific materials to be included in the portfolio in consonance with the initial appointment and the faculty member's annual offer letters. The chair and dean must identify these materials in writing to the faculty member.

At a minimum, the portfolio for promotion must contain:

- a. complete, current curriculum vitae;
 - b. self-evaluation and personal narrative;
 - c. evidence of accomplishments for each area of evaluation required for promotion;
 - d. surveys of student perceptions of teaching including quantitative data and qualitative feedback (where applicable); and
 - e. cumulative results of annual evaluations (provided by the chair).
- 5.04 The chair shall review the portfolio and use a departmental faculty review advisory committee consisting of a minimum of four faculty members with at least 50% non-tenure track faculty members. Should the department not have a sufficient number of non-tenure track faculty members, additional non-tenure track faculty members shall be obtained from outside the department. The review committee shall elect a committee chair to convene the review and write a summary of the committee's recommendation on promotion to the chair. The faculty member shall be copied on the committee's recommendation.

The department chair shall communicate in writing to the dean a recommendation regarding promotion no later than May 1. The dean shall then make a decision and document it in writing no later than May 15. The faculty member shall be copied on the chair's recommendation and dean's decision.

- 5.05 Faculty may appeal a negative decision on promotion to the Provost and Sr. Vice President for Academic Affairs within ten (10) working days of receiving the dean's decision. The decision of the Provost is final.

6. MERIT AND PROMOTION SALARY INCREASES

- 6.01 Merit salary increases shall be awarded annually to non-tenure track faculty hired on an annual basis for meritorious performance when sufficient funds are available, consistent with the awarding of merit to tenured and tenure-track faculty.
- 6.02 Merit salary increases shall be based upon specific performance criteria established by faculty at the department level, approved by the respective chair (or administrative equivalent), academic dean (or administrative equivalent), and the Provost and Sr. Vice President for Academic Affairs, and shall align with expectations established in the faculty member's annual offer letter. Performance criteria shall be made available to all faculty by being posted on the Academic Affairs website.
- 6.03 Non-tenure track faculty who are promoted shall receive a salary increase in the year following promotion.

APPROVED: _____ <signed>
Alisa White, Ph.D., President

DATE: 7/6/2023

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: March 1, 1989
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2028

Approved: _____ <signed> _____
 Michael T. Stephenson Ph.D.,
 Provost and Sr. Vice President
 for Academic Affairs

Date: _____ 7/5/2023 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.