

**From:** Whitney, Karen

**Sent:** Friday, December 8, 2017 2:39 PM

**To:** Buchanan, Gloria <gbuchanan@shsu.edu>; Burgess, Angie <mth\_adm@shsu.edu>; Childress, Kimberly <kimchildress@shsu.edu>; Clower, Randi <elc\_rxc@shsu.edu>; Conrad, Jackie <lib\_jjc@shsu.edu>; Gray, Weslie <wgray@shsu.edu>; Mc Call, Debra <dmccall@shsu.edu>; McNeely, Brenda <brb001@shsu.edu>

**Subject:** FW: Preview (Promotion and/or Tenure Review for Spring 2018)

Good afternoon,

Below is the email that went out to all faculty members regarding the promotion and/or tenure review process for Spring 2018. This includes the timeline for the process. If you have any questions, please let me know.

Thank you,  
Karen

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Promotion and/or Tenure Review for Spring 2018



The Standing Faculty Tenure Committee presents the following general guidelines according to Academic Policy Statement 900417 for conducting tenure review. The schedule has been designed so that tenure recommendations may be presented to the Board of Regents in May.

1. A candidate for tenure who teaches in only one tenure unit shall be voted upon only by the tenured faculty of that tenure unit, unless the tenure unit has three or fewer tenured faculty members (see Academic Policy Statement 900417, section 7.02).
2. If a candidate for tenure holds an appointment in more than one tenure unit, a vote shall be taken in each such tenure unit and the results of each vote shall be forwarded. In such cases, the supporting data to the President shall include a record of the extent to which the candidate has taught within each tenure unit.
3. Although a tenured faculty member may participate in more than one tenure review by virtue of an appointment in more than one tenure unit, in no case should that faculty member cast more than one vote for the same candidate for tenure; in such instances, the vote should be cast in the tenure unit where the majority of teaching effort is rendered.
4. **By January 16 at 8:00 a.m.**—Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio to the chair of the Department Promotion and Tenure Advisory Committee (DPTAC). Candidates for tenure are encouraged to submit their files as early as possible to allow the DPTAC additional scheduling flexibility to review the files.
5. **January 16-January 29**—The DPTAC of the applicable tenure unit will have the opportunity to review the cumulative file of each candidate for promotion and/or tenure. Balloting will take place and recommendations will be formulated as needed within each tenure unit.

The chair of each tenure unit in which a review will be conducted will call a meeting of the DPTAC of that tenure unit for the purpose of holding the tenure review. The chair of the tenure unit will open the meeting, make whatever preliminary remarks are deemed appropriate, respond to questions and concerns of the tenured faculty, and then turn the meeting over to the chair of the DPTAC. After preliminary discussion, the chair of the tenure unit will exit the meeting. The chair of the tenure unit may not participate in the tenure vote. The chair of the tenure unit may participate in the deliberations if specifically requested by the DPTAC.

Parliamentary procedure is encouraged for the conduct of the meeting. The vote should be taken in such a way that a "yes" vote is a vote for the tenure of the candidate.

One hundred percent attendance of the DPTAC is urged; however, faculty also holding administrative appointments as deans or vice presidents are not permitted to attend or vote. If absentee votes are an absolute necessity, faculty members are encouraged to protect the secrecy of the ballot in every way. The absentee ballot should be cast prior to the meeting with a ballot identical to that to be used at the tenure meeting. If a tenured faculty member is on leave of absence, that faculty member retains the right to vote by absentee ballot or in person.

In order to protect the integrity of the tenure review, **balloting must be by secret ballot.**

The vote should be taken, canvassed, and announced in the presence of the tenured faculty. The deliberations as well as the results must remain confidential.

If a faculty member is a candidate for both tenure and promotion, separate votes for each decision should be conducted by the appropriate DPTAC. According to university policy statement 900417, tenure and promotion to Associate Professor are linked. Therefore, neither are awarded without positive votes for each decision.

6. **By January 29**—The chair 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 recommendation must include a tally of the vote of the committee in terms of the number of votes in favor and against. This recommendation becomes part of the Faculty Review Portfolio. The chair of the DPTAC will also transmit the numerical results of the vote, by February 3, to the Chair of the Standing Faculty Tenure Committee.
7. **January 29-February 5**—The department/school chairs will review files.
8. **By February 5**—The department/school 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.
9. **February 5-February 19**—The deans/director will review files.
10. **By February 19**—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.
11. **February 19-March 5**—The Provost will review the files.
12. **By March 5**—The Provost will forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the President. This recommendation becomes part of the Faculty Review Portfolio.
13. The President will review the results and submit them for inclusion in the May report to the Board of Regents.

If you have questions, please call any member of the Standing Faculty Tenure Committee.

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#### STANDING FACULTY TENURE COMMITTEE

**Name**

**Department**

**Phone**

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|--------------------------|--------------------------------------------|--------|
| A. Wayne Barrett (Chair) | Music                                      | 4-2773 |
| Julie Combs              | Educational Leadership                     | 4-3181 |
| Jennifer Didier          | Kinesiology                                | 4-3181 |
| Shirin Edwin             | Foreign Languages                          | 4-4732 |
| Aaron Lynne              | Biological Sciences                        | 4-1544 |
| Will Oliver              | Criminal Justice                           | 4-4173 |
| Dwayne Pavelock          | Agricultural Sciences                      | 4-1186 |
| Susan Strickland         | Newton Gresham Library                     | 4-3128 |
| Nancy Votteler           | Language, Literacy and Special Populations | 4-1135 |

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*This e-mail is being sent to faculty with the approval of Richard Eglsaer.*