

Stephen F. Austin State University

**College of Education
Policy and Guidelines for Tenure**

Proposed: November, 2004

Approved by COE College Council December 7, 2004

Modified and approved by COE College Council after Provost input: March 8, 2005

Date Approved by the Provost:

The College of Education Policy and Guidelines for Tenure supplements the University Policy E-50A and further clarifies the manner in which the College of Education will implement the University policy. Every faculty member in the College is expected to meet high standards of professional competence, integrity, and collegiality, to further the goals of his/her department and support the College of Education's Vision, Mission, Core Values and Goals. In every case, a faculty member's performance in teaching, research and/or scholarly and creative activities, and service will be evaluated on the basis of specific criteria in written policy statements developed by the appropriate department. All criteria for tenure must be based on the application of the highest professional standards and must be consistent with University Policy E-50A, Tenure.

The College of Education Tenure Policy and Guidelines adheres strictly to all sections of Policy E-50A, Tenure, but adds to the policy in the following sections:

College of Education Supplements to Policy E-50A
(The numbers correlate with the University's policy)

III. Pre-tenure Review

A. Department Tenure Committees in the College of Education will formally review the progress of each of its faculty annually after their first and subsequent years toward the award of tenure. In addition, the College Tenure Committee will formally review the progress of each of its faculty once prior to the final review for tenure. See College of Education Tenure Timeline, Appendix A.

IV. Tenure Awards

A.3a. Evidence of teaching effectiveness. Teaching is the single most important role of the faculty in the College of Education. Effective teaching performance at all instructional levels is essential criteria in tenure decisions. This category includes classroom and laboratory instruction of high quality and significance as assessed through student and academic department evaluations. This category also includes development and delivery of online courses, development and delivery of face to face courses including laboratories and curricula; development of electronic instructional materials; innovative instruction, academic advising, a focus on student learning outcomes, tutoring and/or counseling students, mentoring colleagues, and supervision of undergraduate and graduate students. Other means of evaluating teaching effectiveness may be developed by individual departments.

A.3b. Evidence of Research and/or Scholarly and Creative Activities: Faculty members are expected to engage continuously and effectively in scholarly activity of high quality and significance. Examples of productivity may include but not limited to publication of monographs, books, book chapters, grants (internal and external), papers in scholarly and professional journals, presentations at professional meetings, editorships, membership on review and advisory boards, participation in seminars, and the faculty member's continuing education. Important contributions may include but not limited to design of web-based materials, electronically published material, and development of software. Other means of evaluating research and/or scholarly and creative activities may be developed by individual departments.

A.3c. Evidence of Service: Candidates for tenure must be able to document a commitment to students, colleagues, department, school, University, and community through participation in service activities. Professional service includes academic advising, recruitment and retention activities, and committee memberships at the program, department, school, and university levels. Discipline-related service to local, regional, state, national, and international levels, also demonstrates important contributions. In addition, participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Other means of evaluating service participation may be developed by individual departments.

Appendix A

STEPHEN F. AUSTIN STATE UNIVERSITY
College of Education

Tenure Timeline

In order to ensure that the progress of each tenure-track faculty is reviewed in accordance with University Policy E-50A – Tenure (*§ III. Pre-tenure Reviews*), the attached actions and associated timeline is adopted for implementation within the College of Education.

COE Actions to be Accomplished	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<i>First Year of Probation</i>	<i>Second Year of Probation</i>	<i>Third Year of Probation</i>	<i>Fourth Year of Probation</i>	<i>Fifth Year of Probation</i>	<i>Sixth Year of Probation</i>
<p>SIX-YEAR PROBATIONARY PERIOD</p> <p>Faculty fulfilling a six-year probationary period (faculty hired with <u>no</u> time toward tenure)</p>	<p>Faculty member attends Departmental Tenure Orientation and is assigned a mentor for tenure purposes no later than October 15th.</p>	<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>↓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>↓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p> <p>↓</p> <p>Feedback is provided to the faculty at the conclusion of the Provost's review</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>↓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>↓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p>

COE Actions to be Accomplished	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	1 Year of Service Granted	<i>First Year of Probation</i>	<i>Second Year of Probation</i>	<i>Third Year of Probation</i>	<i>Fourth Year of Probation</i>	<i>Fifth Year of Probation</i>
<p>FIVE YEAR PROBATIONARY PERIOD</p> <p>Faculty fulfilling a five-year probationary period (faculty granted <u>one</u> year toward tenure)</p>		<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>↓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>↓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p> <p>↓</p> <p>Feedback is provided to the faculty at the conclusion of the Provost's review</p>	<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>↓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>↓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>↓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>↓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p>

COE Actions to be Accomplished	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<i>2 Years of Service Granted</i>		<i>First Year of Probation</i>	<i>Second Year of Probation</i>	<i>Third Year of Probation</i>	<i>Fourth Year of Probation</i>
<p>FOUR-YEAR PROBATIONARY PERIOD</p> <p>Faculty fulfilling a four-year probationary period (faculty granted <u>two</u> years toward tenure)</p>			<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>⇓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>⇓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>⇓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>⇓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p> <p>⇓</p> <p>Feedback is provided to the faculty at the conclusion of the Provost's review</p>	<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p>⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p>⇓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p>⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p>⇓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p>⇓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p>⇓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p>

COE Actions to be Accomplished	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	3 Years of Service Granted			<i>First Year of Probation</i>	<i>Second Year of Probation</i>	<i>Third Year of Probation</i>
<p>THREE-YEAR PROBATIONARY PERIOD</p> <p>Faculty fulfilling a three-year probationary period (faculty granted <u>three</u> years toward tenure)</p>				<p>Faculty member submits Dossier including first <i>Faculty Activity Report</i> to Department Chair by October 15th.</p> <p style="text-align: center;">⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Department Chair no later than November 1st.</p> <p style="text-align: center;">⇓</p> <p>Department Chair reviews tenure report adds recommendations and provides feedback to faculty by November 15th.</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p style="text-align: center;">⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p style="text-align: center;">⇓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p style="text-align: center;">⇓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p style="text-align: center;">⇓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p> <p style="text-align: center;">⇓</p> <p>Feedback is provided to the faculty at the conclusion of the Provost's review</p>	<p>Faculty member submits <i>Dossier</i> to Department Chair by October 15th.</p> <p style="text-align: center;">⇓</p> <p>Department Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Department Chair no later than November 1st.</p> <p style="text-align: center;">⇓</p> <p>Department Chair reviews and submits tenure report and recommendations to the Dean by December 1st.</p> <p style="text-align: center;">⇓</p> <p>College Tenure Committee reviews and submits tenure report and recommendations to the Dean by December 14th.</p> <p style="text-align: center;">⇓</p> <p>Dean reviews and submits tenure report and recommendations to Provost by January 28th.</p>

