Retreat

January 10, 2014

Room 115 HMS North

1. Livetext – Hailey (livetext.sfasu.edu)
2. Promotion and Tenure/scoring rubric 3 levels (Spring Semester) (handout)
3. Update Committee List (handout)
4. Off Campus Property List (form attached)
5. Outside Employment List (form attached)
6. Syllabi and Vita to Nelda
7. Space Utilization (John Calahan) LUNCH (Upstairs classes will be moved)
8. Maps – Nancy
9. Rubrics (400) Todd
10. Counselor Event February 25th – Nancy
11. APA basics – Olle, Lumar, Shepherd, Washington
12. Committee updates (Deans council, curriculum, assessment, scholarship, convocation, ambassadors, AP, CDFL certification etc.)
13. On line courses – EMAILS (24 hours)
14. Copies of EAPF’s or Travels
15. Graduate Student Help (Stephanie)
16. New Student Orientation (Olle)
17. OIT Marketing update (Perritt, Runnels)
18. HMS Convocation DATE AND OUTLINE OF DAY (Perritt)
19. Overall Goals update
20. Work on Trac Dat and unit goals for the rest of the year.....discuss Summer and Fall schedules

DATES

Coordinators (schedules for Summer/Fall to Stephanie by February 3rd – use Stephanies form)

Coordinators meet February 7th 10am

Faculty Meetings:
Feb 14 (10-12)
Mar 21 (10-12)
Apr 11 (10-12)

Classes Begin January 13
MLK January 20
BOR January 27

Teaching Excellence Portfolio due Feb 3
Spring Break March 10
NCATE Mock March 17-19
HMS Convoc April
High Impact April 30
Bright Ideas May 1
Commence May 10
Stephen F. Austin State University

James I. Perkins College of Education
Policy and Guidelines for Tenure

Approved by PCOE College Council: April 2012
Approved by the PCOE Leadership: October 2013
Approved by the Dean: October 2013
Date Approved by the Provost: 5 December 2013

The James I. Perkins College of Education (hereafter referred to as the College of Education) Policy and Guidelines for Tenure supplements the University Policy 7.29, Tenure and further clarifies the manner in which the College of Education implements the University Tenure policy. Every faculty member in the College of Education (COE) is expected to meet high standards of professional competence, integrity, collaboration, and collegiality, to further the goals of his/her department/school and support the College’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 rendered service will be evaluated on the basis of specific criteria in written policy statements developed by the appropriate department/school (hereafter referred to as unit) and approved by the Dean and Provost and Vice President for Academic Affairs. All criteria for tenure must be based on the application of the highest professional standards and must be consistent with University Policy 7.29, Tenure.

The College of Education Tenure Policy and Guidelines adheres strictly to all sections of Policy 7.29, Tenure, but adds to the policy in the following sections:

**College of Education Supplement to Policy 7.29**

I. Pre-Tenure Review

The College of Education provides a pre-review process for assistant professors who are not yet tenured. The procedures for pre-tenure reviews at the unit and college level are as follows:

**Unit Level Pre-Tenure Review**
Unit tenure committees in the College of Education (COE) consist of all tenured faculty members in the unit. Both the unit tenure committee and the Unit Leader/school director (hereafter referred to as unit leader) review the progress of each of its probationary faculty annually after their first full year and subsequent years toward the award of tenure according to the College of Education Tenure Timeline (see Appendix A). Prior to beginning the review of portfolios, the unit tenure committee elects a Leader to coordinate the work of the committee. After each unit tenure committee member reviews probationary faculty portfolios, the unit tenure committee meets to discuss the probationary faculty member’s credentials towards earning tenure. The unit tenure committee leader or designated committee member summarizes the committee’s findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Pre-Tenure Committee
form and committee members sign the summary indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. The committee summary should provide feedback to probationary faculty being reviewed by highlighting strengths and weaknesses, with recommendations for addressing the weaknesses, along with a statement indicating whether the candidate is or is not progressing satisfactorily toward tenure and a recommendation concerning the continuation of the probationary faculty being reviewed. The summary is given to the unit leader who also reviews each probationary faculty member's portfolio and provides similar written feedback on a separate COE Pre-Tenure Review Administrator form. The unit leader meets with each probationary faculty member and reviews the feedback.

**College Level Pre-Tenure Review**
In addition to the annual unit reviews of probationary faculty, the College of Education Tenure Committee, consisting of one elected tenured faculty member from each unit, elected by tenure and tenure track faculty, and the dean reviews the progress of each COE probationary faculty once prior to the final review for tenure according to the timeline outlined in university policy and according to the College of Education Tenure Timeline (see Appendix A). The College of Education Tenure Committee conducts a review of probationary faculty using the same procedures as the unit tenure committees. The College of Education Tenure Committee provides its summary on the COE Pre-Tenure Review Committee form to the dean who conducts a review, completes a COE Pre-Tenure Administrator form and returns the portfolio along with all feedback to the unit leader who shares the feedback from all entities with the probationary faculty member. The dean may meet with probationary faculty to share feedback.

II. Tenure Award Review

**Unit Level Tenure Award Review**
The Unit Tenure Committee, consisting of all tenured faculty members in the unit, will individually review the portfolios of candidates being considered for tenure. After the review, the unit tenure committee meets to discuss each candidate’s credentials and votes to recommend or not each candidate for tenure. The unit tenure committee chair or designated committee member records the vote and summarizes the committee’s findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Tenure Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. The unit leader reviews the portfolio and recommends to support or deny tenure along with supporting comments on the COE Tenure Review Administrator form. The unit leader notifies the candidate in writing of the status of the application for tenure and the recommendations of the tenured faculty and the unit leader. Candidates being reviewed for tenure may respond to the unit recommendations according to the University Tenure policy. The unit leader forwards the candidate's tenure portfolio, the COE Tenure Review Committee form, and the COE Tenure Review Administrator form, and any responses received from the candidate to the dean. The unit leader may meet with tenure candidates to share feedback.
College Level Tenure Award Review
The College of Education Tenure Panel, consisting of one elected tenured faculty member, elected by tenure and tenure track faculty, from each unit, individually reviews each submitted portfolio from the units. After the review, the COE Tenure Committee meets to discuss each candidate’s credentials and to votes to recommend or not each candidate for tenure. The COE Tenure Committee chair or designated committee member records the vote and summarizes the committee’s findings and recommendations on the COE Tenure Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. The dean reviews the portfolio and records a recommendation for or against tenure along with supporting comments on the COE Tenure Administrator form. The dean notifies the candidate in writing of the status of the application for tenure and the recommendations of the COE Tenure Committee and the dean. Candidates reviewed for tenure may respond to the college recommendations according to the University Tenure policy. The dean forwards the candidate’s tenure portfolio, the COE Tenure Committee forms, the COE Tenure Administrator forms, the SFA Tenure Summary form and any responses received from the candidate to the Provost and Vice President for Academic Affairs. The dean may meet with the tenure candidate to share feedback.

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 as assessed through student, unit, and college 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, graduate, and/or doctoral students. Other means of evaluating teaching effectiveness may be developed by individual units.

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 are 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 units.

A.3c. Evidence of Service: Candidates for tenure must be able to document a commitment to students, colleagues, unit, college, university, professional organizations, and community through participation in service activities. Professional service includes, but is not limited to, academic advising, recruitment and retention activities, and committee memberships at the program, unit, college, 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 units.

Forms: COE Pre-Tenure Committee form (unit and college), COE Pre-Tenure Administrator
form (unit leader and dean), COE Tenure Committee form (unit and college), COE
Tenure Administrator form (unit leader and dean), and SFA Tenure Summary form
Appendix A

STEPHEN F. AUSTIN STATE UNIVERSITY

Perkins College of Education

Tenure Timeline

In order to ensure that the progress of each tenure-track faculty is reviewed in accordance with University Policy 7.29, Tenure (§ III. Pre-tenure Reviews), the attached actions and associated timeline is adopted for implementation within the College of Education.
<table>
<thead>
<tr>
<th>COE Actions to be Accomplished</th>
<th>First Year of Probation</th>
<th>Second Year of Probation</th>
<th>Third Year of Probation</th>
<th>Fourth Year of Probation</th>
<th>Fifth Year of Probation</th>
<th>Sixth Year of Probation</th>
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<tbody>
<tr>
<td>SIX-YEAR PROBATIONARY PERIOD</td>
<td>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</td>
<td>Candidate submits Portfolio including first Faculty Activity Report to Unit Leader according to schedule ↓</td>
<td>Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule ↓</td>
<td>Unit Leader reviews and submits tenure report adds recommendations and provides feedback to candidate according to schedule ↓</td>
<td>Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule ↓</td>
<td>Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule ↓</td>
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<td>Faculty fulfilling a six-year probationary period (faculty hired with no time toward tenure)</td>
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<td>COE Tenure Committee reviews and submits tenure report and recommendations to the Dean</td>
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<td>Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</td>
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<td>COE Actions to be Accomplished</td>
<td>1 Year of Service Granted</td>
<td>First Year of Probation</td>
<td>Second Year of Probation</td>
<td>Third Year of Probation</td>
<td>Fourth Year of Probation</td>
<td>Fifth Year of Probation</td>
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<td>FIVE YEAR PROBATIONARY PERIOD</td>
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<td>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</td>
<td>Candidate submits Portfolio including first Faculty Activity Report to Unit Leader according to schedule</td>
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<td>Faculty fulfilling a five-year probationary period (faculty granted one year toward tenure)</td>
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<td>↓ Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule</td>
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<td>↓ Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</td>
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<td>↓ Unit Tenure Committee reviews and submits tenure report and recommendations to the Dean</td>
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<td>↓ Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</td>
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<td>↓ COE Tenure Committee reviews and submits tenure report and recommendations to the Provost according to schedule</td>
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<td>↓ Unit Tenure Panel conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule</td>
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<td>↓ Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Dean according to schedule</td>
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<td>↓ COE Tenure Panel reviews and submits tenure report and recommendations to the Provost according to schedule</td>
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<td>↓ Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</td>
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<td>COE Actions to be Accomplished</td>
<td>2 Years of Service Granted</td>
<td>First Year of Probation</td>
<td>Second Year of Probation</td>
<td>Third Year of Probation</td>
<td>Fourth Year of Probation</td>
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<td><strong>FOUR-YEAR PROBATIONARY PERIOD</strong>&lt;br&gt;Faculty fulfilling a four-year probationary period (faculty granted two years toward tenure)</td>
<td>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</td>
<td>Candidate submits Portfolio to Unit Leader according to schedule ↓&lt;br&gt;Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Unit Leader according to schedule ↓&lt;br&gt;Unit Leader reviews and submits tenure report and recommendations to the Dean according to schedule ↓&lt;br&gt;COE Tenure Committee reviews and submits tenure report and recommendations to the Dean ↑&lt;br&gt;Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</td>
<td>Candidate submits Portfolio to Unit Leader according to schedule ↓&lt;br&gt;Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule ↓&lt;br&gt;Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</td>
<td>Candidate submits Portfolio to Unit Leader according to the schedule ↓&lt;br&gt;Unit Tenure Panel conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule ↓&lt;br&gt;Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule ↓&lt;br&gt;COE Tenure Panel reviews and submits tenure report and recommendations to the Dean according to schedule ↓&lt;br&gt;Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</td>
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<td>Third Year of Probation</td>
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<td>Candidate submits portfolio to Unit Leader according to schedule</td>
<td>Unit Tenure Committee conducts tenure review and submits recommendations to the Unit Leader according to schedule</td>
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<td>Unit Leader reviews and submits recommendation to the COE Tenure Panel according to schedule</td>
<td>COE Tenure Panel reviews and submits recommendation to the Dean according to schedule</td>
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<td>Dean reviews and provides feedback to candidate and submits candidate report to provost according to schedule</td>
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<td>Candidate submits portfolio to Unit Leader according to schedule</td>
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<td>Unit Leader reviews and submits recommendation to the Dean according to schedule</td>
<td>COE Tenure Panel reviews and submits recommendation to the Dean according to schedule</td>
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<td>3 Years of Service Granted</td>
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<td>THREE-YEAR PROBATIONARY PERIOD</td>
<td>Faculty fulfilling a three-year probation period (faculty granted three years toward tenure)</td>
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Stephen F. Austin State University

James I. Perkins College of Education
Policy and Guidelines for Academic Promotion

Approved by COE College Council: April 2012
Approved by the COE Leadership: October 2013
Approved by the Dean: October 2013
Date Approved by the Provost: 5 December 2013

The James I. Perkins College of Education (hereafter referred to as the College of Education) Policy and Guidelines for Academic Promotion supplements the University Policy 7.4. Academic Promotion and further clarifies the manner in which the College of Education implements the University Academic Promotion policy. Every faculty member in the College of Education (COE) is expected to meet high standards of professional competence, integrity, collaboration, and collegiality, to further the goals of his/her department and support the College'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 rendered service will be evaluated on the basis of specific criteria in written policy statements developed by the appropriate department/school (hereafter referred to as unit) and approved by the Dean and Provost and Vice President for Academic Affairs. All criteria for academic promotion (hereafter referred to as promotion) must be based on the application of the highest professional standards and must be consistent with University Policy 7.4, Academic Promotion.

The College of Education Promotion Policy and Guidelines adheres strictly to all sections of Policy 7.4, Academic Promotion, but adds to the policy in the following manner.

**College of Education Supplement to Policy 7.4**

I. Pre-Associate Professor Review

The College of Education provides a pre-review process for assistant professors who are not yet tenured and are pursuing the rank of associate professor for their next academic promotion. The procedures for pre-associate reviews at the unit and college level are as follows:

**Unit Level Pre-Associate Professor Review**

For candidates at the assistant professor rank who are not yet tenured, the unit pre-tenure committee and unit leader annually review candidates' pre-tenure portfolio with regards to academic promotion using approved unit associate professor criteria.

**College Level Pre-Associate Professor Review**

In addition to the annual unit reviews of candidates at the assistant professor rank who are not yet tenured, the COE Tenure Committee and the dean reviews faculty progress towards academic promotion to the rank of associate professor once prior to the final tenure review.
This review coincides with the pre-tenure review as outlined in the pre-tenure review schedule (Appendix A) in the College of Education Policy and Guidelines for Tenure.

II. Academic Promotion Award Review

Unit Level Academic Promotion Award Review
The Unit Promotion Committees in the College of Education (COE), composed of faculty members as outlined in University Policy 7.4, Academic Promotion (see III.C.6), will individually review the portfolios of candidates being considered for promotion. After the review, the unit promotion committee meets to discuss each candidate’s credentials and votes to recommend or not each candidate for promotion. The unit promotion committee chair or designated committee member records the vote and summarizes the committee’s findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Promotion Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. The unit leader reviews the portfolio and recommends to support or deny promotion along with supporting comments on the COE Promotion Administrator form. The unit leader notifies the candidate in writing of the status of the application for promotion and the recommendations of the unit promotion committee and the unit leader. Candidates being reviewed for promotion may respond to the unit recommendations according to the University Academic Promotion policy. The unit leader forwards the candidate’s promotion portfolio, the COE Promotion Committee form, and the COE Promotion Administrator form, and any responses received from the candidate to the dean. The unit leader may meet with promotion candidate to share feedback.

College Level Academic Promotion Award Review
The COE Promotion Committees (one for promotion from assistant to associate and one for promotion from associate to full), consisting of associate and/or full professor faculty members (elected by tenure and tenure track faculty) from each unit for, and full professor faculty members from each unit individually reviews each submitted portfolio from the unit. (If a unit has no full professors from which to elect a representative, then the process outlined in Policy 7.4 III 6b will be used to select a full professor to serve as the representative for unit that have no full professors.) After the review, the COE Promotion Committee meets to discuss each candidate’s credentials and to vote to recommend or not each candidate for promotion. The COE Promotion Committee chair or designated committee member records the vote and summarizes the committee’s findings and recommendations related to teaching, research/scholarship/creativity, and service on the COE Promotion Committee form and committee members sign the form indicating whether they concur or not with the summary. Committee members who do not concur may write their reasons under their signature on the form. The dean reviews the portfolio and records a recommendation for or against tenure along with supporting comments on the COE Promotion Administrator form. The dean notifies the candidate in writing of the status of the application for promotion and the recommendations of the COE Promotion Committee and the dean. Candidates reviewed for promotion may respond to the college recommendations according to the University Academic Promotion policy. The dean forwards the candidate’s promotion portfolio, the COE Promotion Committee forms, the COE Promotion
Administrator forms, the SFA Tenure Summary form and any responses received from the candidate to the Provost and Vice President for Academic Affairs. The dean may meet with the promotion candidate to share feedback.

IV. Evidence for Promotion

Promotion Criteria

A.1a. To be promoted to the rank of Associate Professor, an individual must demonstrate excellence in teaching and excellence in either research/scholarly/creative accomplishments or in service. At least satisfactory performance shall be demonstrated in the other category. Excellence in one category will not compensate for poor performance in any of the other categories. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least three years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Assistant Professor.

A.1b. To be promoted to the rank of Professor, candidates shall demonstrate excellence in all categories appropriate to promotion: teaching, research and/or scholarly/creative accomplishments, and service. To apply for the rank of Professor, an individual should have held the rank of Associate Professor for at least three years at SFASU. The portfolio shall document all years in service at SFASU at the rank of Associate Professor.

A.2a. 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 and promotion decisions. This category includes classroom and laboratory instruction as assessed through student, department, and unit 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.2b. Evidence of Research and/or Scholarly and Creative Activities: Candidates for promotion are expected to engage continuously and effectively in research and/or scholarly and creative activity of high quality and significance. Examples of productivity may include, but are not limited to, publication of research briefs, 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 are not limited to, design of web-based materials, electronically published material, and development of software not related to electronic instructional material (see A.2a. above). Other means of evaluating research and/or scholarly and creative activities may be developed by individual departments.
A.3c. Evidence of Rendered Service: Candidates for promotion must be able to document a commitment to students, colleagues, department, school, University, and community through participation in service activities. Professional service includes, but is not limited to, 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.

V. Emeritus

Emeritus appointments are reserved for retired faculty who have served Stephen F. Austin State University and their profession (i.e., regionally, state, and nationally) with distinction. Recipients of the Emeritus status are afforded many privileges and an indefinite bond with our institution. By definition, eligibility for this honor exceeds that of retirement alone. Listed briefly below are the eligibility requirements as well as the procedures used to evaluate potential candidates. For additional information, please see Emeritus (7.10), http://www.sfasu.edu/policies/emeritus.pdf

Eligibility
- Extended service, generally at least 10 years of employment at SFA
- Earned rank of associate or full professor
- Demonstrated distinction in teaching, research/scholarly/creative accomplishments
- Distinguished service to the university and to the profession

Procedures
- Process follows promotion procedures, but is not limited to given time of year
- Nomination letter (addressing criteria above) and current curriculum vita from a currently employed tenured faculty is submitted to the unit leader
- Unit leader convenes the Unit Promotion Committee to review the nomination materials and submits the completed the COE Promotion/Emeritus Committee form to the unit leader
- Unit leader reviews the nomination materials and completes the COE Promotion/Emeritus Administrator form; the Chair/Director submits review materials and all completed forms to the Dean
- Dean convenes the College Promotion Full Committee to review the nomination materials and unit forms. After completion, this committee submits the completed COE Promotion/Emeritus Committee form to the Dean
- Dean reviews the nomination materials and completes the COE Promotion/Emeritus Administrator form and the SFA Promotion Summary form; the Dean submits reviewed materials and all completed forms to the Provost
Forms: COE Pre-Promotion Committee form, COE Promotion/Emeritus Committee form, COE Promotion/Emeritus Administrator form, and SFA Promotion Review Summary form
Human Sciences Committees
Fall 13/ Spring 14

Barrios

School
  Scholarship Committee
College
  Undergraduate Unit Assessment Oversight
University
  Graduate Faculty

Bridwell

School
  Convocation Committee
  Interior Merchandising Association Advisor
  Interior Merchandising Program Coordinator
University
  Faculty Service Award, Sub-Committee
  Graduate Faculty
  Faculty Senate
  Faculty/Staff Traffic Appeals Board

Cupit

School
  Assessment Committee
  Co-Advisor Ambassadors
  Core Curriculum Committee
College
  Diversity Committee
  Freshman Convocation
University
  Financial Assistance & Scholarship Committee

Estudillo

Department
  HMS Web Page (Ad Hoc)
  Showcase Saturday
College
University
  Graduate Faculty

Greer

School
  Assistant School Director
  Program Coordinator Fashion Merchandising
  Graduate Committee
College
  Promotion Committee (Full)
University
  Graduate Faculty

Hensarling

School
  DI Director
  SDA Co-Advisor
  Phi-U Co-Advisor
College
  COE Service Learning Advisory Board
  COE College Assessment Oversight Committee –HMSI Advance
University
  Graduate Faculty
  SFA Service Learning Advisory Board
Jones
School
HMS Web Page (Ad Hoc)
Advisor of Fashion Merchandising Club
Co-Advisor of Ambassadors
Convocation Committee
College
Freshman Convocation
Dean's Advisory Council
Oral and Visual Communication Rubric Committee

Lumray
School
APA/D2L Committee (Ad Hoc)
Showcase Saturday
JCFR Co-Advisor
Scholarship Committee
College
College Council

Martin
School
CTE Grant Committee
College
Governance Committee
NCATE
University
Faculty Service Awards
Professional Educators Council
Alumni Scholarship Committee
Commencement Committee (Ad Hoc)

Newman
School
Assessment Committee, Chair
CTE Grant Committee
College
ECRC Research Council
Undergraduate Research Committee
University
QEP Director
Graduate Faculty
Bright Ideas Conference Committee

O'Dwyer
School
DPD Director
Scholarship Committee Chair
SDA Advisor/ Student Chapter
Program Coordinator for FND
College
COE Scholarship Committee
University
Chair, Lecture Series Committee
Graduate Faculty
Empirical and Quantitative Skills Team

Otte
School
APA/D2L Committee (Ad Hoc)
Curriculum Committee - Chair
CTE Grant Committee
College
COE Recruitment and Retention Committee
COE Curriculum Committee
University
Academic Integrity Committee
Faculty Senate

**Perritt**

School
- Phi U Co-Advisor
- Convocation Chair
- Graduate Coordinator

College
- COE Teaching Excellence

University
- Graduate Faculty

**Pfaffenberg**

School
- Assessment Committee

College
- Diversity Committee
- Promotion Committee – Associate

University
- Alcohol Education Policy Committee
- Graduate Faculty
- Undergraduate Council, Program Review

**Runnels**

School
- Hospitality Program Coordinator
- Advisor HAS
- Assessment Committee
- CTE Grant Committee

College
- Tenure Committee

University
- Grievance Committee
- Graduate Faculty

**Saracino**

School
- Graduate Committee
- Program Coordinator for CDFL
- CTE Grant Advisory Board

College
- Promotion Committee - Full

University
- Graduate Faculty

**Shepherd**

School
- Program Coordinator for FCS
- APA/D2L Committee (Ad Hoc)
- Showcase Saturday
- FCS Student Advisor
- CTE Grant Committee

College
- Recruitment and Retention Committee

University
- Professional Educators Council
- Graduate Faculty

**Swearingen**

School
- Program Coordinator for ID
- Coordinator for Facilities Management Certificate
- Coordinator for Construction Management Certificate
- ASID/IIDA Advisor

College
- COE Service Learning

University
- Energy Committee
- Graduate Faculty
- HCS Advisor
Graduation Schedule

Fall 2013 (December)
Sally Ann Swearingen
Darla O'Dwyer
Mitzi Perritt
Jannie Cupit
Becky Greer
Michelle Jones
Carl Pfaffenberg
Tara Newman
Sheila Lumar

Spring 2014 (May)
Leisha Bridwell
Todd Barrios
Chay Runnels
Mary Olle
Nedra Washington

Summer 2013 (August)
Marie Saracino
Natalie Hensarling
Stephen F. Austin State University
Removal of Property From Campus Request

The undersigned requests authorization to remove from the Stephen F. Austin State University Campus the equipment listed below belonging to _____________________ Dept., ___________ Org., for the following purposes:

The undersigned certifies that:
1. The purpose(s) listed above constitutes official business of Stephen F. Austin State University.

2. The equipment removed will be taken to

3. Name and title of person responsible for equipment while it is removed from the campus
By signature hereon:
I UNDERSTAND THAT I MAY BE HELD FINANCIALLY LIABLE FOR LOST, DAMAGED AND STOLEN PROPERTY AS OUTLINED IN TEXAS GOVERNMENT CODE 403.275. SEE PROPERTY LIABILITY POLICY #B-34.

(Name) (Campus ID) (Title)

(Signature)

4. Date equipment will be REMOVED from campus: ________________

5. Date equipment will be RETURNED to campus: ________________

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<th>Inventory #</th>
<th>Description</th>
<th>Purchase Date</th>
<th>Inventory Value</th>
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Department: Head/Reviewer Signature

Campus ID

Date

Please send the Original copy of this form to the Inventory Office, Box 13030.
Stephen F. Austin State University

Request for Approval for Outside Employment

Name

Outside Employment (max. one (1) year)
Beginning
on
Ending on

Nature of Outside Employment:

How many hours in the average month will you be involved in outside employment?

When is this work typically done, e.g., Saturday, evenings, etc.?

___ Approval
Recommended

___ Approval Not
Recommended

__________________________ ________________________
Chair/Director/Supervisor Date

___ Approval
Recommended

___ Approval Not
Recommended

__________________________ ________________________
Dean Date

___ Approval
Recommended

___ Approval Not
Recommended

__________________________ ________________________
Vice President Date