

**STEPHEN F. AUSTIN STATE UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

TENURE REVIEW POLICY

Approved by majority vote of the faculty 10/22/04; effective Fall, 2004

Revised 4/11/08 and approved by majority vote of the faculty on 4/15/08; effective Fall, 2008

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The following addenda and clarifications supplement University Policy E-50A, *Tenure*, and the policy established by the College of Liberal and Applied Arts. These procedural notes apply to the evaluation of faculty for tenure and to other scheduled reviews of the probationary faculty. That is, the pre-tenure review process in the Department of Psychology is the same as that followed for tenure review.

The Department of Psychology places equal value on individual and collaborative efforts. Work that is conducted toward the achievement of departmental goals is valued most highly. As such, all departmental goals in place during the probationary period must be included in the dossier. Tenure decisions will consider the applicant's contributions relative to departmental goals. It is expected that faculty members will abide by the ethical principles of psychologists, particularly those related to competency, as outlined by the American Psychological Association. The following standards have been established by the department, mirroring the process used for evaluation for merit.

The **Tenure Review Panel** consists of all tenured faculty members in the Department.

Assessment Guidelines For Tenure

Teaching

Criteria

- 1) Collegiality will be evidenced in the area of teaching; and
- 2) Syllabi clearly state objectives, expectations, and grading procedures; and
- 3) Standards of performance are set at an appropriate level; and
- 4) Faculty member demonstrates concern for the educational setting by effective management of the working and learning environment; and
- 5) Faculty member demonstrates concern for students by fair and impartial classroom conduct; and
- 6) Student evaluations demonstrate a preponderance of positive opinion.

Data Sources

- 1) Collegiality will be evidenced by, but not limited to, behaviors such as flexibility in course scheduling, willingness to teach courses for colleagues in the event of an emergency, adhering to competency boundaries in teaching including course development, and being respectful of colleagues in the learning environment.
- 2) Syllabi from each course taught
- 3) All student evaluations. Non-tenured faculty must include evaluations for all organized classes taught during the academic year, including summer sessions
- 4) Communication between faculty and students
- 5) Merit review summaries from each year of the probationary period
- 6) Departmental goals from each year of the probationary period
- 7) An explanation, provided by the applicant, of the ways in which contributions relate to departmental goals

Scholarly/Creative Activity

Criteria

Evaluation of scholarly contributions in one's field must address the quality of the contribution and not just the quantity. To be considered for tenure, a faculty member must carry out one or more of the following activities in the majority of the probationary years, with at least one activity during that period coming from Tier I below.

In the Department of Psychology, a high value is placed on collegial behavior in scholarly activity and in the mentoring of scholarly productivity by undergraduate and graduate students is given very strong consideration. These products are what often make the difference in acceptance to highly competitive graduate programs. Such collaboration represents much more than instructional or editorial activity. As a supervisor of these projects, faculty members must remain current in their field and be capable of designing methodologically sound experiments to answer the research question. These efforts should result in co-authored publications/presentations. However, applicants for tenure must provide evidence of scholarly activity in their own programs of study as well.

Tier I

- 1) The publishing or acceptance of an empirically-based, discipline-specific book, within one's area of expertise, by a nationally or internationally recognized publisher;
- 2) The publishing or acceptance of a publisher-reviewed textbook;
- 3) The publishing or acceptance of a research paper in a refereed professional journal;
- 4) The publishing or acceptance of a scholarly manuscript/monograph;
- 5) The publishing or acceptance of a chapter or an article in collections within a book;
- 6) The successful award of an extramurally funded grant from a state or national agency;
- 7) The publishing or acceptance of a research paper in a technical report or conference proceedings;
or
- 8) The publishing of products (e.g., software) related to the discipline reflecting significant scholarly innovation

Tier II

- 9) The presentation of a research paper at a professional conference;
- 10) The organization and delivery of a workshop at a professional conference;
- 11) The presentation of a poster session at a professional conference;
- 12) The writing of a grant proposal;
- 13) The publishing of a book review;
- 14) The editing of scholarly collections; or
- 15) Other scholarly/creative activity not listed above

Data Sources

- 1) Collegiality will be evidenced by, but not limited to, behaviors such as sharing of resources (e.g., materials, space, equipment, and use of the departmental participant pool), adhering to competency boundaries when conducting research;
- 2) Annual Faculty Activity Reports
- 3) Merit review summaries from each year of the probationary period
- 4) Reprints, abstracts, programs, or letters of acceptance. Quality should be emphasized over quantity, and the more prestigious venues should merit higher ratings than venues with less visibility
- 5) Departmental goals from each year of the probationary period
- 6) An explanation, provided by the applicant, of the ways in which contributions relate to departmental goals

Service

Criteria

- 1) Collegiality will be evidenced in the area of service.
- 2) Efforts to expand student experiences beyond the traditional classroom or university environment (e.g., study abroad, online courses/programs, conference attendance).
- 3) Service consistent with departmental goals will be given preferential consideration.
- 4) Faculty member participates effectively on University, College, and/or Department committees.
- 5) Faculty member cooperates, within reason, with the request from colleagues for assistance in matters that are relevant to the University, College, and Department.
- 6) Other discipline-related service (e.g., to the profession or the community)

Data Sources

- 1) Collegiality will be evidenced by, but not limited to, behaviors such as shared responsibility in committee assignments, attending departmental meetings of the faculty, attending departmental academic functions and adhering to the APA ethical guidelines.
- 2) Annual Faculty Activity Reports
- 3) Merit review summaries from each year of the probationary period
- 4) Reports from colleagues
- 5) Observation of service events by peers
- 6) Departmental goals from each year of the probationary period
- 7) An explanation, provided by the applicant, of the ways in which contributions relate to departmental goals