

**Stephen F. Austin State University**

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

**Approved by PCOE College Council: March 6 2017; November 13, 2017**

**Approved by the PCOE Leadership: March 9, 2017; November 16, 2017**

**Approved by the Dean: March 9, 2017; November 16, 2017**

**Date Approved by the Provost: under review**

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 academic unit 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 rigorous criteria in written policy statements developed by the appropriate academic unit (hereafter referred to as unit) and approved by the Dean and Provost and Vice President for Academic Affairs. Collegiality is an expected component of all three areas of professional responsibility (see Appendix A for examples). 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 or a subcommittee of the unit tenure committee and the academic unit head (hereafter referred to as unit head) 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 B). Faculty may apply for early consideration for tenure if granted by the provost and vice president for academic affairs (VPAA) as stated in the University Tenure and Continued Employment Policy II, A, 2, g. Faculty seeking permission for early application for tenure must submit this request to the unit head and dean by February 1 in order to be eligible to submit materials for tenure in the following fall semester. 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 Pre-Tenure/Pre-Promotion 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 B). The College of Education Pre-Tenure/Pre-Promotion Committee conducts a review of probationary faculty using the same procedures as the unit tenure committees. The College of Education Pre-Tenure/Pre-Promotion 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, using the rigorous criteria and completing the evaluation instrument developed by the unit. After the review, the unit tenure committee meets to discuss each candidate's credentials and votes to recommend or not each candidate for tenure. Candidates must obtain a satisfactory/meets expectations in teaching, research/scholarship/creativity, and service. 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. Using the rigorous criteria and completing the evaluation instrument developed by the unit, 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, using the rigorous criteria and completing the evaluation instrument developed by the unit. After the review, the COE Tenure Committee meets to discuss each candidate's credentials and 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. Using the rigorous criteria and completing the evaluation instrument developed by the unit, 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 academic 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 (e.g., refereed submissions). 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, participation in seminars, exhibits/performances, creative scholarly publications/works, 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 academic units.

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

## Examples of Evidence of Collegiality

Indicators of Collegiality are Examples. The list of examples may be woven into the three main categories of Teaching, Research and Service. The list below is not limited to or required elements, just suggestions.

## Altruism

- Assist co-workers
- Shares materials appropriately
- Consults with others

## Conscientiousness

- Puts forth extra effort on the job
- Serves on university wide committees
- Volunteers for appropriate share of extra jobs or assignments
- Agrees to teach an appropriate share of undesirable courses
- Displays a generally positive attitude
- Has positive contact with co-workers within and outside department/school
- Encourages and supports faculty

## Sportsmanship

- Avoids excessive complaining
- Avoids petty grievances
- Not disruptive in meetings
- Negotiates respectfully with co-workers
- Praises achievements or awards of co-workers

## Courtesy

- Does not “gossip” negatively about co-workers
- Challenges perceived injustices in a respectful manner
- Demonstrates respect towards co-workers
- Touches base with relevant person.

## Civic Virtue

- Regularly attends meetings important to departmental/school functioning
- Promptly keeps appointments with co-workers
- Completes committee responsibilities and assignments on time
- Suggests improvements to the department/school or college
- Contributes to joint efforts.

Appendix B

***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.

<p><b>COE Actions to be Accomplished</b></p>	<p><i>First Year of Probation</i></p>	<p><i>Second Year of Probation</i></p>	<p><i>Third Year of Probation</i></p>	<p><i>Fourth Year of Probation</i></p>	<p><i>Fifth Year of Probation</i></p>	<p><i>Sixth Year of Probation</i></p>
<p><b>SIX-YEAR PROBATIONARY PERIOD</b></p> <p>Faculty fulfilling a six-year probationary period (faculty hired with <u>no</u> time toward tenure)</p>	<p>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</p>	<p>Candidate submits Portfolio including first <i>Faculty Activity Report</i> to Unit Leader according to schedule</p> <p>↓</p> <p>Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule</p> <p>↓</p> <p>Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule</p> <p>↓</p> <p>Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Unit Leader according to schedule</p> <p>↓</p> <p>Unit Leader reviews and submits tenure report recommendations to the Dean according to schedule</p> <p>↓</p> <p>COE Pre-Tenure/Pre-Promotion Committee reviews and submits tenure report and recommendations to the Dean</p> <p>↓</p> <p>Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule.</p> <p>↓</p> <p>Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule</p> <p>↓</p> <p>Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule.</p> <p>↓</p> <p>Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule</p> <p>↓</p> <p>Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to the schedule</p> <p>↓</p> <p>Unit Tenure Committee conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule</p> <p>↓</p> <p>Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Dean according to schedule</p> <p>↓</p> <p>COE Tenure Committee reviews and submits tenure report and recommendations to the Dean according to schedule</p> <p>↓</p> <p>Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</p>

<p><b>COE Actions to be Accomplished</b></p>	<p><b>1 Year of Service Granted</b></p>	<p><b><i>First Year of Probation</i></b></p>	<p><b><i>Second Year of Probation</i></b></p>	<p><b><i>Third Year of Probation</i></b></p>	<p><b><i>Fourth Year of Probation</i></b></p>	<p><b><i>Fifth Year of Probation</i></b></p>
<p><b>FIVE YEAR PROBATIONARY PERIOD</b></p> <p>Faculty fulfilling a five-year probationary period (faculty granted <u>one</u> year toward tenure)</p>		<p>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</p>	<p>Candidate submits Portfolio including first <i>Faculty Activity Report</i> to Unit Leader according to schedule ↓ Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule ↓ Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule ↓ Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Unit Leader according to schedule ↓ Unit Leader reviews and submits tenure report recommendations to the Dean according to schedule ↓ COE Pre-Tenure/Pre-Promotion Committee reviews and submits tenure report and recommendations to the Dean ↓ Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule. ↓ Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule ↓ Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to the schedule ↓ Unit Tenure Committee conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule ↓ Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Dean according to schedule ↓ COE Tenure Committee reviews and submits tenure report and recommendations to the Dean according to schedule ↓ Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</p>

<p><b>COE</b> Actions to be Accomplished</p>	<p><i>2 Years of Service Granted</i></p>		<p><i>First Year of Probation</i></p>	<p><i>Second Year of Probation</i></p>	<p><i>Third Year of Probation</i></p>	<p><i>Fourth Year of Probation</i></p>
<p><b>FOUR-YEAR PROBATIONARY PERIOD</b> Faculty fulfilling a four-year probationary period (faculty granted <u>two</u> years toward tenure)</p>			<p>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule                      ↓                      Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Unit Leader according to schedule                      ↓                      Unit Leader reviews and submits tenure report recommendations to the Dean according to schedule                      ↓                      COE Pre-Tenure/Pre-Promotion Committee reviews and submits tenure report and recommendations to the Dean                      ↓                      Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule.                      ↓                      Unit Tenure Committee or subcommittee conducts pre-tenure review and submits tenure report and recommendations to Unit Leader according to schedule                      ↓                      Unit Leader reviews tenure report adds recommendations and provides feedback to candidate according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to the schedule                      ↓                      Unit Tenure Committee conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule                      ↓                      Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Dean according to schedule                      ↓                      COE Tenure Committee reviews and submits tenure report and recommendations to the Dean according to schedule                      ↓                      Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</p>

<p><b>COE</b>  <b>Actions to be Accomplished</b></p>	<p><b>3 Years of Service Granted</b></p>			<p><i>First Year of Probation</i></p>	<p><i>Second Year of Probation</i></p>	<p><i>Third Year of Probation</i></p>
<p><b>THREE-YEAR PROBATIONARY PERIOD</b>                      Faculty fulfilling a three-year probationary period (faculty granted <u>three</u> years toward tenure)</p>				<p>Candidate attends Unit Tenure Orientation and is assigned a mentor for tenure purposes</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to schedule                      ↓                      Unit Tenure Committee conducts pre-tenure review and submits tenure report and recommendations to the Unit Leader according to schedule                      ↓                      Unit Leader reviews and submits tenure report recommendations to the Dean according to schedule                      ↓                      COE Pre-Tenure/Pre-Promotion Committee reviews and submits tenure report and recommendations to the Dean                      ↓                      Dean reviews and provides feedback back to the Unit Leader who meets with each candidate and provides feedback according to schedule</p>	<p>Candidate submits <i>Portfolio</i> to Unit Leader according to the schedule                      ↓                      Unit Tenure Committee conducts tenure award review and submits tenure report and recommendations to the Unit Leader according to schedule                      ↓                      Unit Leader reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Dean according to schedule                      ↓                      COE Tenure Committee reviews and submits tenure report and recommendations to the Dean according to schedule                      ↓                      Dean reviews recommendations and provides feedback to candidate and submits tenure report and recommendations to the Provost according to schedule</p>