



Tenure & Promotion Procedures

Purpose

The purpose of this document is to provide rules and procedures regarding applications by tenure or tenure-track faculty for either tenure, promotion, or the emeritus title within the College of Sciences and Mathematics.

Persons Affected

This procedure affects all full-time faculty members in tenured or tenure-track positions.

Policy

To facilitate the process of evaluating candidates for tenure and promotion or for the emeritus title in the College of Sciences and Mathematics (CoSM), the following procedures will be followed. The procedures cover the membership and charges to the committees that review candidates and the structure of candidates' digital portfolios. Deadlines for action by the departments, committees, and college will be governed by HOP [02-304](#) Academic Promotion of Full-Time Faculty and [02-320](#) Tenure and Continued Employment. In accordance with policy [02-307](#) Emeritus Status and Honorary Degrees, applications for the emeritus title will follow unit procedures for promotion but are not subject to the deadlines for tenure or promotion.

I. College Committees

There will be two college-level committees to consider promotion and tenure in the College of Sciences and Mathematics: The Committee on Tenure and Promotion to Associate Professor and The Committee on Tenure and Promotion to Professor. The charges to these committees will be to ensure that each candidate follows college and university policy and procedures and meets departmental criteria for advancement in the CoSM. After reviewing a candidate's portfolio and the recommendations advanced by the candidate's department, the relevant college committee will make a recommendation to the dean regarding the suitability of the candidate for tenure and/or promotion.

Unless there is a compelling reason to do so, no faculty member may serve on both college-level committees. Normally, unit heads should decline to serve on either committee because unit heads are required by tenure and promotion policies to exercise an independent judgment as part of their duties. However, if a unit head is the only faculty member with appropriate rank, he or she may serve on a committee as a full voting member so that the department has representation.

- *The Committee on Tenure and Promotion to Associate Professor:* This committee is charged with reviewing assistant professors who are candidates for tenure and/or promotion to associate professor. The committee will also consider the case of a



candidate who was hired at the rank of associate professor without tenure and is a candidate for tenure only (but *not* for promotion to the rank of professor). Tenure-track faculty normally participate in a complete review toward the end of their third year of service. This review includes review by this committee. The format of the review follows that of the full tenure evaluation. A faculty member must be tenured and will hold the rank of associate professor or professor in order to serve on this committee.

- *The Committee on Tenure and Promotion to Professor:* This committee is charged with reviewing associate professors who are candidates for promotion to professor. This committee will also consider the case of a candidate who was hired at the rank of associate professor without tenure and is a candidate for both tenure and promotion to the rank of professor. The Committee on Tenure and Promotion to Professor will also consider awarding tenure and rank of professor to job candidates for administrative posts and to retirees applying for the emeritus title. A faculty member must be tenured and will hold the rank of professor in order to serve on this committee.

Committee members will be selected in their departments and will serve overlapping terms of three years each. Faculty members may succeed themselves. In case of a vacancy, the department shall send a replacement to complete the term in order to avoid disrupting the effect of overlapping terms.

The chair of each committee will be selected by its membership annually. The chair's responsibility will be to set the agenda, moderate discussion, conduct balloting, and prepare the summary of the deliberations and concluding recommendation on each candidate. Although some committee communication may be carried out electronically in a confidential manner, the committees must have an initial organizational meeting and at least one additional meeting to discuss the committee's recommendation. Each committee, through the chair, will write a separate recommendation letter and provide a summary report for each candidate. If the recommendation of a college committee is not unanimous, the summary report should reflect both the majority and minority opinions. Each member of the committee must sign the recommendation letter acknowledging that the document and summary form are accurate representations of the conclusions of the committee, regardless of whether they personally agree with the recommendation.

Each committee is to submit its summary report and recommendation letter regarding tenure or promotion using the forms titled *Tenure & Promotion - CoSM College Committee Summary Form* and *Tenure & Promotion - CoSM Committee Recommendation Letter Template*. Recommendations regarding the emeritus title may be submitted using a memo signed by all committee members.

II. Portfolio



Candidates are required to submit a portfolio that is a set of verifiable materials demonstrating evidence of a candidate's credentials and suitability for promotion and/or tenure or for the emeritus title.

The portfolio for tenure and/or promotion candidates must follow the guidelines in university policies [02-304](#) Academic Promotion of Full-Time Faculty and [02-320](#) Tenure and Continued Employment as well as the College of Sciences and Mathematics Tenure and Promotion Procedures. The portfolio must contain a succinct, relevant, substantive and cumulative record of a candidate's performance for the evaluation period that demonstrates how the candidate meets or exceeds the established standards in each of the critical areas – teaching, research/scholarly/creative accomplishment, and service. Each of these critical areas must be evaluated and rated separately and must include criteria addressing collegiality and professionalism. Documentation of collegiality and professionalism must adhere to the *CoSM Collegiality & Professionalism Review Process*.

The rating system for each critical area and the overall evaluation will include two levels—satisfactory and unsatisfactory. In pre-tenure submissions, the unit committee evaluating the candidate shall use a rating system for each critical area and overall evaluation that includes four levels—exceeds expectations, meets expectations, does not meet expectations, unsatisfactory.

Portfolio materials are to be submitted through the university's online portal and must comply with all format and size limitations given in these procedures. All files shall be in PDF format, unless specified otherwise. Candidates should avoid scanned copies of digital documents and seek to merge PDFs using appropriate software. Manual scans should be completely avoided, unless the candidate does not have a digital copy to render a PDF.

Candidates must include the following information as well as any additional materials required by their unit.

- Unit Criteria: A copy of the unit criteria governing promotion/tenure.
- College Procedures: A copy of the CoSM Tenure and Promotion Procedures.
- University Policies: Copies of the relevant university policies governing tenure and/or promotion.
- Curriculum Vitae: This document covers the candidate's entire career, rather than just the review period.
- Annual Performance Reports (FARs): Include all performance reports since the last promotion. Submit as a single report covering the period of review.
- Administrative Evaluations: Include all administrative evaluations since the last promotion. All evaluations should include appropriate signatures.
- Narrative Justification for Tenure/Promotion: The candidate's narrative justification begins with a brief overview highlighting accomplishments of the candidate during



the review period and includes three additional documents that more specifically address the unit criteria in each of the three critical areas of teaching, research/scholarly/creative accomplishment, and service. Each of these narratives will be uploaded as pdf documents in four separate sections of the online platform (see template). Note that references to specific grants and publications must include clarity regarding status and roles (e.g., dates, dollar amount, funding source/status, PI/Co-PI). Within each of these three critical areas, the candidate's narrative must address collegiality specific to the area. The candidate must utilize the attached justification template and comply with all specified format and size limitations for the College of Sciences and Mathematics to clearly summarize the evidence and make his or her case for promotion and/or tenure. The overview document and each of the narratives for the three critical areas are limited to a maximum of two pages in 12 pt. Times New Roman font or an equivalent size in similar font (reference attached template), and pages must have margins of at least one inch.

- Course Evaluations: Within the critical area of teaching, the candidate will submit student evaluations as required by relevant university policies. These evaluations will be submitted as a single pdf document and must include a *candidate reflection* that answers how the candidate uses course evaluations to inform and improve the quality and content of their teaching. The candidate reflection is limited to a maximum of one page **and shall be the first page of the single pdf document.**
- Documentation: These files are collections of artifacts that validate narrative claims in the Justification for Tenure/Promotion and should include documentation of teaching effectiveness, research/scholarly/creative accomplishment, university related service, contributions to the profession, and general community service related to the profession. Documentation must include student evaluations as required by relevant university policies as well as support for justification of collegiality. Additional documentation could include letters of support, syllabi for new courses designed and taught by the candidate, evaluations of student learning objectives and program learning outcomes done by the candidate, copies or reprints of papers in professional journals, abstracts of posters or presentations in a meeting's proceedings, letters thanking the candidate for professional service to a non-profit community organization, etc. The inclusion of each artifact must be justified and cross-referenced specifically and individually (not by category) in the narratives. Documentation will be submitted separately as a single pdf file within each critical area (e.g., documentation of service is submitted as a single pdf file separate from the service narrative within the service portal).

A table of contents is required for each critical area's documentation. Each artifact will be labeled and enumerated using the system T.x, R.x, or S.x where T, R, S refer to teaching, research and scholarly activity, and service, respectively, and x is the number associated with the corresponding unit's tenure & promotion criteria for the relevant critical area (e.g., T.3 refers to an artifact related to the third teaching



criterion within the unit.). Each artifact in the documentation shall include a title page and include the corresponding label.

Portfolios from candidates for the emeritus title must demonstrate a record of distinguished service to Stephen F. Austin State University (SFA) and provide evidence of distinction in each of the areas of teaching, research/scholarly/creative accomplishment and service to the university and profession (reference university policy 02-307 Emeritus Status and Honorary Degrees). Candidates should follow general principles for portfolio organization similar to those outlined above for tenure and promotion candidates and must include a complete and current curriculum vitae and justification for the emeritus title. The specific artifacts included within each section should be selected to support documentation of distinctive performance over the candidate's career at SFA.

III. College of Sciences and Mathematics Template for Promotion/Tenure Narratives

Relevant university policies and the *CoSM Tenure and Promotion Procedures* outline the required elements and procedures related to a candidate's application for tenure and/or promotion. The purpose of this CoSM template is to guide the portfolio narratives and provide a level of formatting consistency to aid committees in reviewing faculty accomplishment.

All documents are to be submitted through the university's online portal for tenure and promotion. All candidate narratives must comply with the specified size limitations and must utilize page margins of at least one inch and Times New Roman 12 pt. font or equivalent size in a similar font. Each of the following four narrative portions of the candidate's justification must be submitted as a single pdf document.

Part 1. Narrative Overview

This document has maximum length of two pages and provides an overview of the candidate's application for tenure or promotion.

Part 2. Unit Criteria for Teaching and Candidate Narrative

This document includes the following two sections to be submitted as a single pdf document:

- Teaching Criteria

The candidate's justification in this category begins with specific policy/criteria for the teaching category excerpted from the unit policy, including collegiality.

- Candidate Narrative for Teaching



Beginning on a new page, the candidate will provide a description of key accomplishments during the review period that clearly address the unit's teaching criteria, including collegiality, and which are keyed to all supporting artifacts submitted as documentation in a separate section of the portfolio. This narrative is limited to a maximum of two pages, not including the excerpted criteria.

Part 3. Unit Criteria for Research/Scholarly/Creative Accomplishment and Candidate Narrative

This document includes the following two sections to be submitted as a single pdf document:

- Research/Scholarly/Creative Accomplishment Criteria

The candidate's justification in this category begins with specific policy/criteria for the research/scholarly and creative accomplishment category excerpted from the unit policy, including collegiality.

- Candidate Narrative for Research/Scholarly/Creative Accomplishment

Beginning on a new page, the candidate will provide a description of key accomplishments during the review period that clearly address the unit's research/scholarly/creative accomplishment criteria, including collegiality, and which are keyed to all supporting artifacts submitted as documentation in a separate section of the portfolio. This narrative is limited to a maximum of two pages, not including the excerpted criteria.

Part 4. Unit Criteria for Service and Candidate Narrative

This document includes the following two sections to be submitted as a single pdf document:

- Service Criteria

The candidate's justification in this category begins with specific policy/criteria for the service category excerpted from the unit policy, including collegiality.

- Candidate Narrative for Service

Beginning on a new page, the candidate will provide a description of key accomplishments during the review period that clearly address the unit's service criteria, including collegiality, and which are keyed to all supporting artifacts submitted as documentation in a separate section of the portfolio. This narrative is limited to a maximum of two pages, not including the excerpted criteria.



Note: Except where specifically required by departmental, college or university policy, candidates will use their own judgment regarding type of documentation to include (entire journal article or cover page only, a single sample syllabus, etc.); however, each artifact must be justified and referenced specifically and individually (not by category) in the candidate's narrative.

Related Statutes or Regulations, Rules, Policies, or Standards

CoSM Collegiality & Professionalism Review Process

[HOP 02-304 Academic Promotion of Full-Time Faculty](#)

[HOP 02-307 Emeritus Status and Honorary Degrees](#)

[HOP 02-320 Tenure and Continued Employment](#)

FORMS

Tenure & Promotion - CoSM Department Committee Summary Form

Tenure & Promotion - CoSM College Committee Summary Form

Tenure & Promotion - CoSM Committee Recommendation Letter Template

Revision History

August 1, 2024 (original)

July 31, 2025