



Final Action: \_\_\_\_\_ Approved \_\_\_\_\_ is ~~Approved~~

LAMAR UNIVERSITY

APPLICATION FOR FACULTY TENURE AND/OR PROMOTION

## I. MINIMUM CRITERIA FOR TENURE AND PROMOTION

Criteria for tenure and promotion delineated in the *Faculty Handbook* are listed below, and they represent minimum levels of achievement necessary to be considered. In general, the successful candidate for tenure and/or promotion to a professorial rank will have demonstrated sustained, high quality performance in all three mission areas. Application for tenure will occur in the fall semester of the sixth year of full-time service, taking into consideration any credit for prior service upon hiring (in writing and included in the initial contract). It should be noted that collegiality as it impacts the teaching, research/scholarship/creative activity, service, and student relationships components of a faculty member's responsibilities is a consideration. Note that the criteria for Library faculty are different from other academic faculty and candidates should consult the pertinent section of the *Faculty Handbook* for details. In addition, the following are the minimum criteria for promotion to the indicated ranks. (For exceptions, see Chapter II, Section 12.9 of the *Faculty Handbook*)

### Instructor

Master's degree from a regionally accredited institution.

### Assistant Professor

Doctorate from a regionally accredited institution and promise to develop as a teacher and scholar. In some disciplines for which the doctorate is not the terminal degree or in exceptional circumstances as determined by department faculty, chair, dean, and provost, promotion to this rank may be approved.

### Associate Professor

Doctorate terminal degree from a regionally accredited institution; four years as a full-time assistant professor at Lamar University (i.e., candidate is applying no earlier than the fall of the fourth year of full-time service as an assistant professor) demonstrated proficiency in teaching; recognized scholarly production, research, and professional achievement; and productive participation in college and university affairs. In the fall of the sixth year of full-time service (counting credit for prior service) a faculty member at the rank of assistant professor must be considered and recommended for both tenure and promotion to the rank of associate professor. The personnel committee at each level will vote only on the combined action.

### Professor

Doctorate terminal degree from a regionally accredited institution; six years as a full-time associate professor at Lamar University (i.e., candidate is applying no earlier than the fall of the seventh year of full-time service as an associate professor) superior teaching effectiveness; recognized scholarly production, research, and professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader. **NOTE:** Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7<sup>th</sup> year as an associate professor) must disclose that fact and include in the essay a justification based upon national/international stature in the discipline.

## II. INFORMATION TO BE INCLUDED WITH TENURE AND PROMOTION APPLICATIONS

The following are examples of information which candidates for tenure and promotion might provide as appropriate evidence and documentation for accomplishments in the six categories. Clear distinctions must be made for achievements at the international, national, regional, state, and local levels, as well as whether or not the contributions have been refereed. (Also see departmental guidelines as Form F2.08, Appendix IV, Instructions and Comments)

- A. Teaching Proficiency/Superior Teaching Effectiveness as evidenced by:
  1. Candidate's knowledge and ability to articulate it (personal statement, letters from colleagues, students/former students, administrators)
  2. Creation of instructional materials
  3. Course and curriculum development
  4. Course evaluations, student accomplishments, teaching awards, other documented recognition
  5. Direction of theses (undergraduate, graduate) and dissertations (where applicable)

B. Scholarly Production and/or Research as evidenced by:

1. Publications of books, chapters, articles and creative/professional works (e.g., production of shows, recitals, recordings, musical compositions, performances, set/costume design)
2. Evidence of the quality of research/creative activity
3. Scholarly papers presented at professional conferences
4. Membership in learned societies, offices held
5. Service as commentator, panelist, discussant at professional meetings
6. Evidence of participation in professional development activities
7. Attendance at professional meetings, workshops, seminars, short courses
8. Direction/leadership of seminars, workshops, etc., outside of regular classroom activities
9. Receipt of awards, scholarships, fellowships
10. Attraction of funded research (title, source, amount, period)
11. Participation in nonfunded research and scholarly/creative activity

C. Professional Achievement as evidenced by:

1. Recognition via honors, awards, commendations, induction into societies
2. Recognized excellence in professional service (offices, committees, task forces)
3. Community service based upon professional expertise

D. College and University Affairs as evidenced by:

1. Service to college and university via special assignments
2. Service on college and university committees and councils, with emphasis on leadership roles and/or documented, effective contributions
3. Strong, documented contribution to department goals
4. Effective assisting with administrative tasks

E. Student Relationships as evidenced by:

1. Effective participation in mentoring, retention and recruitment activities
2. Evidence of high quality of academic advising
3. Evidence of academic involvement with students outside the classroom setting
4. Sponsorship of student organizations, with emphasis on academic groups

F. Demonstrated Performance as a Leader

1. Service in leadership roles on university and professional bodies
2. Recognition by peers for leadership ability
3. Formal recognition from beyond the university for accomplishments as a leader

G. Other information

Include any other information deemed appropriate in considering this application.

### III. FACULTY TENURE AND PROMOTION PROCEDURES

- A. Candidates are obliged to inform themselves of the criteria, policies and procedures for tenure and promotion consideration as listed in the *Faculty Handbook*, on the Academic Affairs website, in the Information Section of this document, and in their department's guidelines.
- B. It is the candidate's responsibility to prepare the Tenure or Promotion Dossier (see attached guidelines) and provide any required supporting documents.
- C. It is vital that each candidate present a clear, complete and organized dossier. All candidates, but especially those being considered for promotion to Professor, should submit a career file. Information concerning accomplishments during their entire professional career should be included. Candidates should list items in the various categories chronologically for their entire career with a clear indication of those which have occurred "since promotion to or appointment as Associate Professor at Lamar" (for Professor candidates) or "since appointment at Lamar as Assistant Professor" (for Associate Professor candidates).

D. The Tenure and/or Promotion File Format

1. Each promotion or tenure file may consist of no more than two volumes, the first of which must be in electronic format. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single file is acceptable and both actions indicated on a copy of form F2.11. Separate appendices will not be accepted beyond the department level.

2. VOLUME I must be submitted in electronic format on a “jump” drive, with materials organized into virtual sections as indicated below. The applicant's name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly in the submission, and a copy of the home department's/college's most recent tenure and promotion guidelines document must be included in Section C.

Section A will include a current curriculum *vitae*. The candidate may include an essay highlighting special accomplishments in front of the curriculum *vita*. There must be clear delineation in the *vita* as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here. **NOTE:** Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7<sup>th</sup> year as an associate professor) must disclose that fact

Section C -SERVICE. This section will include a summary of university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions.

Section D- STUDENT RELATIONSHIPS. This section will include a description of advising undergraduates and graduate students, direction of thesis, dissertations, and undergraduate