

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 6.000
<b>6.009 Tenure and/or Promotion Review</b>	<b>Faculty Affairs</b>

**Policy Statement.** An academic institution’s strength lies in its faculty. The University of North Texas at Dallas must be expected to improve with each promotion and tenure decision, and, therefore, each decision must result in a progressively stronger faculty and a faculty dedicated to the mission and strategic goals of the institution. Procedures and criteria relating to promotion and tenure will support and enhance academic quality and student success.

**Application of Policy.** This policy applies to all full-time tenured and tenure-track faculty members.

**Definitions.**

1. **Probationary Appointment.** “Probationary Appointment” means an appointment as assistant professor, associate professor, or professor (as defined in UNTD Policy #6.002, Faculty Appointments) uring the period of service that precedes the awarding of tenure.
2. **Tenure.** “Tenure” carries with it the promise of continuous employment absent dismissal for cause, financial exigency, or discontinuance of academic programs.
3. **Promotion.** “Promotion” means an elevation in rank either from assistant to associate professor or associate to full professor.
4. **Initial Appointment.** “Initial Appointment” is an appointment granted to an individual who has not previously held a faculty appointment at the University of North Texas at Dallas in a tenure-track position.

**Procedures and Responsibilities.**

The academic department has the greatest disciplinary expertise in evaluating the accomplishments of the candidate for appointment or reappointment, promotion and/or tenure. The department chair and dean have the responsibility for evaluating the candidate to ensure recommendations for appointment or reappointment, promotion and/or tenure meet the expectations of the department and division, respectively. The Provost has the responsibility to evaluate the candidate to ensure that university standards are met and that the review process conforms to institutional policies and procedures.

### **Review of Probationary Appointments.**

All tenure-track faculty members shall be reviewed by the department chair for reappointment during each year of the probationary period. This process will be conducted annually based on a timetable set by the Provost. The department chair will solicit input each year from a faculty committee consisting of faculty members of higher rank than the faculty member under review. In each year, the department chair will make a recommendation as to whether the faculty member should be reappointed and forward this recommendation to the Dean. The Dean will then review the faculty member's performance and the recommendation of the department chair and make a separate recommendation about reappointment and forward it to the Provost. The Provost will then review the faculty member's performance and both the recommendations of the department chair and the dean, and make the final decision on reappointment of the faculty member. This decision will be communicated in writing to the faculty member. A comprehensive mid-point review conducted in the fourth year of the probationary period will also be conducted to specifically evaluate progress toward tenure and promotion. The Provost's decision on reappointment will be made as outlined in Policy 6.006 Probationary Periods.

The criteria for reappointment are based on the criteria for tenure and promotion. To be eligible for reappointment, a tenure-track faculty member must show evidence of satisfactory progress towards a successful tenure and promotion review at the end of his or her probationary period. The procedure for conducting the reappointment review is similar to that for the tenure and promotion review, and the Provost's decision is final.

Any faculty member not recommended for reappointment by the Provost during any year of the probationary period will be given a terminal contract in accordance with the timelines set forth in Policy #6.006 Probationary Periods.

### **Criteria for the Granting of Tenure.**

Tenure procedures and criteria will be provided in writing to the faculty. Tenure may only be granted to faculty members holding the titles of professor or associate professor. However, an assistant professor may be considered for tenure and promotion to associate professor concurrently. Only the Board of Regents may confer tenure.

Each tenure-track assistant professor shall be reviewed for tenure based upon the strength of his or her application for tenure no later than during the sixth year of service. The Department Chair, Dean, and Provost shall recommend to the President: (a) that he or she be promoted to associate professor with tenure; or (b) that he or she be placed on terminal appointment for the next (*i.e.*, seventh) year. Assistant Professors who do not qualify for promotion to the rank of Associate Professor shall not be recommended for tenure. The tenure review process will be conducted annually based on a timetable set by the Provost. Each tenure-track associate or full professor shall be reviewed for tenure no later than during the last year stated in their

appointment letter or the sixth year of service, whichever comes first. Tenure will be conferred upon the recommendation of the Department Chair, Dean, and Provost, with the concurrence of the President, and approval by the Board of Regents. Promotion to associate or full professor may be granted concurrently with the granting of tenure; however, this is not automatic and must be considered as a separate action.

A recommendation for tenure will be based on the critical review of explicit evidence accumulated during the professional career to date and included in the application for tenure prepared by the faculty member. The granting of tenure requires evidence of excellence and substantial professional achievements in the functions of teaching and student success, research, scholarly, and creative activities, and service and public engagement. Distribution among these various activities may be expected to vary somewhat from one discipline to another and as a matter of University need; however, contributions in one area alone will not qualify an individual for a recommendation for tenure. A recommendation for tenure will consider the record of excellence and substantial professional achievements in teaching and scholarship in the context of, and consistent with, levels expected at peer or aspirational peer programs. Scholarly achievement must be of significance and must demonstrate a trend toward continual growth toward a national reputation with particular emphasis on scholarly work accomplished during the probationary period at the University of North Texas at Dallas. Any recommendation for tenure, based on evidence of excellence and substantial professional achievements, should also include, as far as possible, indications that the individual will continue to grow and develop professionally. A recommendation for tenure must carry with it the assurance, so far as can be determined, that the faculty member exhibits professional integrity; adheres to high standards of professional ethics; understands the nature of membership in a community of scholars and has the ability and desire to work as a member of a group with collegiality while retaining all rights of individual expression; and demonstrates a sense of responsibility for the well-being of the University of North Texas at Dallas and a commitment to work for the accomplishment of its goals.

Any faculty member not recommended for tenure by the end of the probationary period will be given a terminal contract accordance with the timelines set forth in Policy 6.006 Probationary Periods.

## **Criteria for Promotion.**

Promotion procedures and criteria will be provided in writing to the faculty. Recommendations for promotion are based on the critical review of explicit evidence accumulated during the professional career to date, with particular emphasis on academic work accomplished during the appointment at the University of North Texas at Dallas. Promotion will normally be considered after the individual faculty member has demonstrated excellence for a sustained period of at least six years in a particular academic rank. Service for this length of time is normally required so that performance of academic duties provides evidence that the individual has attained regional, national or international-level stature and sufficient justification for promotion. A sufficiently strong record is required also so that a prediction can be made that continuous, long-term, and high-quality achievement will continue.

A promotion to associate professor requires evidence of excellence and substantial professional achievements sustained over time in the functions of teaching and student success, research, scholarly, and creative activities, as well as service and public engagement, sufficient for earning a regional or national reputation.

A promotion to full professor requires evidence of excellence and outstanding professional achievements sustained over time in the functions of teaching and student success, research, scholarly, and creative activities, as well as service and public engagement, sufficient for earning a national or international reputation. Distribution among the various academic activities (teaching and student success, research, scholarly and creative activities, service and public engagement) may vary somewhat across faculty as a matter of departmental and/or divisional need. Contributions exclusively in one area will not normally qualify an individual for promotion. It is understood that variable work assignments within the departmental and/or divisional context may not have given each faculty member under consideration for promotion an equal opportunity for accomplishment in each area of academic work, but there must be evidence of excellence across duly constituted assignments.

A recommendation for promotion, based on evidence of excellence and professional achievements, should also include, so far as possible, indications that the individual will continue to grow and develop professionally. It also must carry with it the assurance, so far as it can be determined, that the individual will continue to practice professional integrity and adhere to the highest standards of professional ethics; that the individual is a contributing member in the community of scholars and works well as a member of a group with collegiality while retaining all rights of individual expression; and that the individual demonstrates responsibility for the well-being of the University of North Texas at Dallas and a commitment to work for the accomplishment of its goals.

The promotion review process will be conducted annually based on a timetable set by the Provost. The procedures for conducting promotion review will be provided in writing to faculty.

### **Ad Hoc Committee on Tenure and Promotion.**

The Provost is responsible for ensuring that any individual who is considered for tenure before the institution has a sufficient number of faculty with the credentials necessary to establish departmental, division and/or institutional promotion and tenure committees has demonstrated significant academic work in his or her discipline; demonstrated excellence and substantial professional achievements in the areas of teaching and student success, research, scholarly and creative activities, and service and public engagement in the context of, and consistent with, levels expected at peer or aspirational peer programs; and demonstrated a desire to work as a member of a group and understands the nature of membership in a community of scholars. The Provost may appoint a university ad hoc committee on tenure and promotion to assist with this responsibility.

### **Review of the Dossier by the Ad Hoc Committee on Tenure and Promotion.**

The university ad hoc committee on tenure and promotion, if appointed, shall be comprised of a minimum of three members who shall have full-time, tenured faculty status at a component institution of the University of North Texas System or at another comparable institution of higher education. The committee shall have discretion, for consulting purposes only, to include a full-time, tenured faculty member at the University of North Texas in a like or similar discipline to the candidate. This committee is charged with:

- i. Collecting all information necessary to determine whether the candidate's academic work meets the standards of his or her discipline and the tenure expectations of the institution, including: a complete and current curriculum vitae; letters from external reviewers (if appropriate); evidence whether the candidate has been granted tenure at another institution; information concerning whether the candidate desires to work as a member of a group and understands the nature of membership in a community of scholars;
- ii. Critically reviewing information accumulated during the candidate's professional career, to date, to determine whether the academic work is significant within his or her discipline and whether the work demonstrates excellence and substantial professional achievements in the areas of teaching and student success, research, scholarly and creative activities, and service and public engagement in the context of, and consistent with, levels expected at peer or aspirational peer programs; and
- iii. Recommending to the Provost whether the candidate should be awarded tenure, subject to approval by the President and UNT System Board of Regents.

**Review of Dossier by Provost.**

Upon review of the dossier and recommendation from the university ad hoc committee on tenure and promotion, the Provost shall recommend to the President whether the candidate should be submitted for tenure to the UNT System Board of Regents. Except for individuals who are being considered for tenure prior to employment at UNT Dallas, the Provost must inform the candidate, in writing, of the reasons for a negative recommendation.

**Action by President.**

Upon receipt of a recommendation for tenure, the President may transmit his or her recommendation for tenure to the Board of Regents. Approval by the Board becomes official at the beginning of the academic year following approval unless otherwise stated in the Board Order. Except for individuals being considered for tenure prior to employment at UNT Dallas, a candidate not receiving a positive recommendation under this section shall receive a terminal contract for the academic year following the President's final decision.

**Due Process in Case of Negative Decisions on Reappointment, Promotion or Tenure.**

Upon notification by the Provost of a negative decision regarding reappointment or a negative recommendation regarding tenure or promotion, the candidate may appeal the decision following the procedures set forth in the Faculty Grievance Policy.

**References and Cross-references.**

Tex. Educ. Code §§ 51.943, 51.960; Regents Rules 06.1000, 06.1204; UNTD Policy 6.017, Faculty Grievance; UNTD Policy 6.006, Probationary Periods.

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