

4.6.3 Procedure for Granting Promotion and Tenure (Rev. 7/13)

The normal procedure for granting tenure is initiated by the faculty member during the fifth, sixth, or seventh year of service to the University in a tenure-track position. The normal procedure for granting promotion is initiated by the eligible faculty member. Failure to complete any of steps 3-7 by the specified due date will constitute de facto approval at that step in the tenure and/or promotion process.

The following steps outline the normal process:

Step 1–

All of the following must be completed no later than September 15: The faculty member files a written request for promotion and/or tenure with the department chair. The request must be accompanied by a portfolio exhibiting documentation of effective teaching, research/scholarship, contributions to the institution and profession, and performance of non-teaching or administrative duties, if appropriate.

Once the portfolio is submitted, the applicant cannot add to it but he/she can change the status of items (e.g. If a paper was submitted for publication in September and in November he/she is notified it was accepted for publication, the portfolio can be amended to indicate the paper was accepted.)

Step 2–

All of the following must be completed no later than October 1: A Promotion and Tenure Review Committee shall be formed. The Committee shall include all faculty in the department with the appropriate tenure/rank. For Tenure applications, all tenured faculty members within the department shall serve as the Promotion and Tenure Review Committee. In Promotion cases, only tenured faculty at or above the rank sought shall serve on the committee. As they review applications in a later stage of the process, department chairs, the Dean of Instruction, and the VPAA do not serve on either Tenure or Promotion committees in their academic department even if they are otherwise qualified. In the event that the number of faculty at the appropriate rank or tenured faculty members in the department is fewer

than five (5), the tenured and appropriately ranked faculty within the department will serve on the committee and additional tenured and appropriately ranked faculty members will be appointed by the following process. The applicant will submit a list of qualified prospective faculty to the department chair and dean. The list may include up to twice the number of needed faculty for the vacancies. The Dean of Instruction and the department chair will then choose from the list to fill the vacancies. If no agreement can be reached to fill the vacancies, then the vacancies will be filled by a random selection process--with an equal probability of selection--from the qualified faculty within the applicant's school. Faculty chosen by either of these methods would be asked if they are willing to serve. If there is a committee member(s) that is tenured but not of sufficient rank, that member shall only vote on the tenure recommendation. If this creates a shortage of committee members for the promotion recommendation (i.e., fewer than five), then a qualified member of sufficient rank will be chosen to fill that vacancy by the selection process described in this policy, and that committee member shall only vote on the promotion recommendation.

Step 3--

All of the following must be completed no later than October 15: The department chair or dean shall call a meeting of the Promotion and Tenure Review Committee to initiate discussion of the request. After each member of the Promotion and Tenure Review Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and evaluated by the Promotion and Tenure Review Committee. This review shall be conducted in a manner that allows for input from non-tenured colleagues, students, alumni, and administrative information from the department chair. After completion of the review, a poll by secret ballot of the Promotion and Tenure Review Committee will be taken to determine whether a recommendation for the granting of tenure will be made. Committee members shall not be permitted to abstain. A simple majority vote shall prevail. The committee will continue deliberations until a majority decision has been reached. The chair of the

Promotion and Tenure Committee will write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter must be approved by a majority vote of the whole

Promotion and Tenure Review Committee. The Promotion and Tenure Review Committee shall then send the portfolio, with the committee's vote (numerical count), the narrative evaluation letter, and their

recommendation to grant or to deny to the department chair. The committee chair also writes a letter to

the applicant informing him/her of the committee's recommendation to grant or deny tenure/promotion. The recommendation letter is separate from the narrative evaluation letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation.

All ballots are to be retained by the chair of the Promotion and Tenure Review Committee until a final decision is reached concerning the request. The ballots shall then be destroyed.

Step 4-

All of the following must be completed no longer than November 1: The department chair shall review the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance

criterion, and decide whether to recommend the granting of tenure. The department chair will then write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation.

The Chair will then

forward a recommendation concerning the request, ~~a narrative evaluation of the applicant's performance~~

~~on each performance criterion~~ and all documentation to the Dean of Instruction. The chair will provide

the applicant with a written statement of his/her action recommendation and a written statement of his/her action recommendation shall

also be forwarded to the members of the Promotion and Tenure Review Committee.

Step 5–

All of the following must be completed no later than December 1: The Dean of Instruction shall review the department chair's recommendation, the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of

tenure. The dean will then , write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. The dean will then forward a recommendation concerning the request ~~and a written narrative~~

~~evaluation of the applicant's performance on each performance criterion~~ and all documentation to the

Vice President for Academic Affairs. The dean will provide the applicant with a written statement of his/her ~~action recommendation~~ and a written statement of his/her ~~action recommendation~~ shall also be forwarded to the department chair

and to the members of the Promotion and Tenure Review Committee.

Step 6–

All of the following must be completed no later than January 15: The Vice President for Academic Affairs (VPAA) shall review the dean's recommendation, the Promotion and Tenure Review

Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to

recommend the granting of tenure. The VPAA will then , write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio. Upon completion of the VPAA's review the candidate will have the option to withdraw. Should the candidate elect not to withdraw ~~the~~ VPAA will then forward a recommendation concerning the

request and all documentation to the President. The VPAA will provide the applicant with a written

statement of his/her ~~action recommendation~~ and ~~a written narrative evaluation of the applicant's performance on each~~

~~performance criterion~~. A written statement of his/her ~~action recommendation~~ shall also be forwarded to the dean, the

department chair and to the members of the Promotion and Tenure Review Committee.

Withdrawal of Application: If the VPAA recommends that promotion or tenure be denied, then s/he will provide the applicant with a summative list of the recommendation decisions and narrative evaluations from the Promotion and Tenure Review committee, department chair, dean, and VPAA. The applicant will then have the opportunity to withdraw the tenure/promotion application without prejudice toward future applications. The applicant must file the withdrawal with the VPAA by January 30. If the applicant chooses to file a procedural due process appeal, then s/he will have the opportunity of withdrawing the tenure/promotion application at the conclusion of the appeal process or following the VPAA's decision, should the procedure be renewed as a result of the appeal.

Due Process Appeal: If the Vice President for Academic Affairs recommends that promotion or tenure be denied and the faculty member believes that the request has not been accorded "procedural due process," s/he may request of the Faculty Appellate Committee a hearing pertaining solely to due process. The definition of procedural due process is that all aspects of tenure and/or promotion will be conducted in a manner that adheres to the protocols, principles, and policies set forth in the Academic Policies and Procedures Manual at Southeastern and the Policy Manual of the Regional University System of Oklahoma. Areas considered as procedural due process may include but are not limited to: (1) process used to convene the tenure and/or promotion committee; (2) ineligible members appointed to the committee; (3) manner by which the committee conducts business; (4) adherence to the deadlines; (5) attempts to exert inappropriate influence/pressure by any party; or (6) failure to provide required evaluation/narrative at any level of the review. Such an appeal must be filed by January 30. The appeal hearing will be conducted by the full membership of the Faculty Appellate Committee, with at least seven members of the committee participating in the hearing (see APPM 3.6.1 for the committee's composition and functions). All decisions by the committee shall be made by a simple majority vote.

Pertinent testimony from all parties involved may be heard. If the Faculty Appellate Committee rules that due process was violated, the committee may then recommend that the procedure be renewed at the point where violation occurred. The VPAA shall be responsible for monitoring the subsequent procedures to assure that due process is accorded. The Faculty Appellate Committee must complete action on an appeal by February 15.

Step 7–

All of the following must be completed no later than March 1: Upon receiving a recommendation from the Vice President for Academic Affairs, the President decides either to approve or disapprove the request for tenure and/or promotion. The President then reports his decision to the VPAA, Dean of Instruction, the department chair, the Promotion and Tenure Review Committee, and the faculty member. If the President approves the request for tenure, s/he submits it to the Regional University System of Oklahoma Board of Regents, normally at the April meeting. The President then reports the Regents' action to the VPAA, the Dean of Instruction, the department chair, the Promotion and Tenure Review Committee and the faculty member.

If the applicant withdraws the application by the January 30 deadline, the application does not proceed to the President. If, as a result of an appeal decision, the tenure/promotion procedure is renewed, the VPAA's recommendation will be made by March 15. If the VPAA's decision is to recommend denial of tenure/promotion, the applicant will have the opportunity to withdraw the application. The withdrawal must be filed by March 30. If the application is withdrawn, it will not proceed to the President.