

**In the  
Faculty Senate  
Southeastern Oklahoma State University**

**On Wednesday, April 9, 2014**

A MOTION RECOMMENDING CHANGES TO THE ACADEMIC POLICIES &  
PROCEDURES MANUAL, SECTION 4.6.3: PROCEDURE FOR GRANTING TENURE AND  
PROMOTION

At its meeting on April 9th the Faculty Senate moved to recommend the following changes to the Academic Policies & Procedures Manual. These changes to Steps 3-6 in Section 4.6.3 are meant to clarify the language and procedures regarding the narrative evaluations, recommendation letters, and withdrawal of an application. For convenience the current language of each step is presented here followed by the recommended changes (underlined).

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Current Language for Step 3:

**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. The narrative evaluation 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, the committee's vote (numerical count), narrative evaluation, 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. 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.

Proposed Language for Step 3:

**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 and/or promotion 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.

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Current Language for Step 4:

**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 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 and a written statement of his/her action shall also be forwarded to the members of the Promotion and Tenure Review Committee.

Proposed Language for 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 and/or promotion. 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 and all documentation to the Dean of Instruction. The chair will provide the applicant with a written statement of his/her recommendation and a written statement of his/her recommendation shall also be forwarded to the members of the Promotion and Tenure Review Committee.

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Current Language for Step 5:

**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 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 and a written statement of his/her action shall also be forwarded to the department chair and to the members of the Promotion and Tenure Review Committee.

Proposed Language for Step 5:

**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 and/or promotion. 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 all documentation to the Vice President for Academic Affairs. The dean will provide the applicant with a written

statement of his/her recommendation and a written statement of his/her recommendation shall also be forwarded to the department chair and to the members of the Promotion and Tenure Review Committee.

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Current Language for Step 6:

**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 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 and a written narrative evaluation of the applicant's performance on each performance criterion. A written statement of his/her action 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.

Proposed Language for Step 6:

**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 and/or promotion. 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 and the VPAA will provide the applicant with a written statement of his/her recommendation. Upon receipt of the VPAA's recommendation the candidate will have the option to withdraw the application (as described in "Withdrawal of the Application" below). Should the candidate elect not to withdraw the VPAA will then forward the recommendation concerning the request and all documentation to the

President. The VPAA will then forward the written statement of his/her recommendation to the dean, the department chair and to the members of the Promotion and Tenure Review Committee.

**Withdrawal of Application:** After receiving the VPAA's recommendation the applicant will be given a summative list of the recommendation decisions and have the opportunity to review the 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.

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The motion to recommend these changes was made by Senator Dixon and seconded by Senator Hicks; it then passed 20-0. A subsequent motion to authorize the Executive Committee to adjust the wording as needed to conform to the intent of the earlier motion was made by Senator Elliot and seconded by Senator Fridley; this motion passed 20-0.

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Christopher Moretti  
Chair, Faculty Senate