

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY RULE**



**12.01.01.P1 Institutional Rules for Implementing Tenure**

Replaces UAP 12.02.99.P0.01

Approved: April 1, 2020

Revised: May 28, 2024

Next Scheduled Review: May 1, 2029

---

**Rule Statement**

---

The process of enacting and implementing tenure decisions is based on specific objective criteria directly related to the identified requirements of Prairie View A&M University (PVAMU) and The Texas A&M University System (A&M System) policies and regulations.

For the purpose of this Rule, the definition of **tenure** is as stated in Section 4 of [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#). The benefits of tenure and basic rules and requirements for tenure are outlined in that same section of the policy.

---

**Reason for Rule**

---

This Rule is required by and adopted as a supplement to [System Regulation 12.01.01, Institutional Rules for Implementing Tenure](#) and [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), and establishes guidelines, procedures, and criteria for the implementation of tenure at PVAMU. Prior to adopting new or revised rules or procedures for implementing System Policy 12.01, PVAMU must seek input, and consider the input received, from its faculty. This Rule should be reviewed in conjunction with the [PVAMU Promotion and Tenure Manual](#).

---

**Official Procedures and Responsibilities**

---

**DEFINITIONS**

**Portfolio** - An assembled file that includes documents submitted by the candidate, as well as review reports prepared by the evaluators (departmental review committee, department head, college review committee, and college dean). A school is to be interpreted as a college where appropriate and a school dean/executive director is to be interpreted as a college dean where appropriate. Effective Fall 2022, all portfolios must be prepared and submitted using [PantherFolio](#).

**Eligibility to Vote** - The following criteria for voting eligibility have been identified for the tenure and promotion process (including mid-tenure and post-tenure reviews):

- Only tenured PVAMU faculty are eligible to vote in the tenure and promotion review process.
- To be eligible to vote on tenure and promotion, the voting PVAMU faculty member must also hold a rank equal to or above that of the rank being sought by the candidate.

- The evaluators have only one vote in the process, i.e. the same evaluator cannot serve on both the departmental and college review committees.

Example: For an Assistant Professor seeking tenure and promotion to the Associate Professor rank, only tenured faculty members holding the rank of Associate Professor or full Professor are eligible to vote. For an Associate Professor seeking tenure only, both Associate Professors and full Professors with tenure are eligible to vote.

**Departmental Promotion and Tenure Committee** - A single, independent committee at the department level (not including the Department Head), which is charged with reviewing candidates' eligibility for tenure and promotion and voting on those candidates. This committee's vote is forwarded to the next level as the vote on the candidate, regardless of how the committee is constituted. A single committee may be used for both promotion and tenure.

**College Promotion and Tenure Committee** - A single, independent committee at the college level (not including the Dean, Associate Dean or Department Heads), which is charged with reviewing candidates' eligibility for tenure and promotion and voting on those candidates. This committee's vote is forwarded to the next level as the vote on the candidate, regardless of how the committee is constituted. A single committee may be used for both promotion and tenure.

**Direct Supervisor** - For purposes of tenure, promotion, and annual performance review of faculty, a direct supervisor is the person who completes the summary forms from the annual performance evaluation of faculty, counsels the faculty member, and makes recommendations to the dean of the college regarding that faculty member. Typically, direct supervisors are department heads, but may also be whoever performs the evaluation function.

**Tenure** - Tenure entitles a faculty member to continue in an academic position unless dismissed for good cause ([System Policy 12.01, Section 4](#)) or financial exigency ([System Policy 12.01, Section 9](#)). Tenured faculty members who remain in good standing enjoy those privileges customarily associated with tenure including an expectation of continued employment, appropriate compensation, a suitable office and work space, the development and teaching of classes in the academic discipline, service as a principal investigator and engagement in research and/or creative scholarly activity, participation in faculty governance, using professional expertise in the service of the university, the profession, the nation and/or the community, and representing themselves as a tenured faculty member at PVAMU. The award of tenure must be accompanied by an equally demanding concept of academic responsibility ([System Policy 12.01, Section 2](#)). Tenured faculty members will be expected to maintain competence in their field of specialization and the exhibition of professional competence in the classroom, studio or laboratory and in the public arena through activities such as discussions, lectures, consulting, publications, creative accomplishments, and participation in professional organizations and meetings.

**Probationary Period** - For purposes of this manual, the probationary period is defined as the maximum number of years a tenure-track faculty member may retain their tenure-track appointment without successfully completing the tenure review process or else converting to a professional-track appointment. At PVAMU, the probationary period typically begins September 1 of the faculty member's first year of employment. Semesters and summer terms worked preceding September 1 of the first year of employment, may be credited as part of the official probationary period with approval from the dean and Academic Affairs.

## 1. OVERALL TENURE POLICIES

- 1.1 Tenure policies for institutions in A&M System are outlined in [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), and [System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#).
- 1.2 Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause.
- 1.3 Tenure is obtained only by the affirmative action of the Board of Regents.
- 1.4 Faculty members awarded tenure at other institutions have no claim to tenure at PVAMU.
- 1.5 A tenure-track assistant professor may not apply for the award of tenure without making simultaneous application for promotion.
- 1.6 Administrative personnel, such as department heads and deans, who hold academic rank in addition to their administrative title retain their tenured status as faculty members, but administrative positions per se are not subject to tenure.
- 1.7 The [PVAMU Promotion and Tenure Manual](#) provides general guidelines to ensure the successful recruitment, development, and evaluation of faculty. It sets minimum levels of achievement necessary for sustained progress in the area of annual performance evaluation, tenure, and/or promotion. It also provides detailed procedures and timelines for tenure and/or promotion.
- 1.8 In Spring of each year, as needed, the Provost and Senior Vice President for Academic Affairs (Provost) will convene a joint meeting of the members of all college tenure and promotion committees to review and assess the tenure, promotion, and post-tenure review process.

## 2. ELIGIBILITY FOR TENURE AND PROMOTION

- 2.1 Tenure consideration is available only for faculty employed in tenure-track faculty positions, i.e., the faculty ranks of assistant professor, associate professor, or (full) professor (including endowed professors).
- 2.2 Faculty in tenure-track appointments must apply for tenure and promotion at the beginning of the sixth academic year or earlier of their tenure probationary period at PVAMU (see Section 2.3 below).
- 2.3 If approved by their direct supervisor and dean, a faculty member may apply for early tenure and promotion consideration as early as the beginning of their fourth year of full-time service at PVAMU. Faculty candidates seeking early consideration will be expected to significantly exceed the department, college, and university standards of achievement for tenure and promotion in teaching, scholarship and/or creative activities, and service. Early tenure will be granted rarely. If an early review does not result in a favorable decision for tenure, a review is conducted again at the mandatory time.

- 2.4 Under special circumstances, a senior faculty member holding a tenured academic rank at another accredited academic institution; a senior executive with a major non-academic institution; and/or an individual who previously held an academic administrative position and a tenured faculty position at another institution, may be employed at an advanced academic rank and may be considered for tenure at the time of employment.
- 2.5 Faculty members who hold joint appointments with other state, federal, or private agencies or with other System members, may or may not be eligible for tenure, depending upon the nature of their duties and the terms of the written agreement of their appointments.

### **3. WRITTEN TERMS OF EMPLOYMENT**

- 3.1 All new faculty members must be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special understandings concerning the appointment, which may be made on an annual basis, should be stated in writing and a copy given to the faculty member. All faculty members, unless the terms and conditions of their appointment letter state otherwise, are expected to engage in teaching, scholarship and/or creative activities, and service.
- 3.2 Essential job functions for a position may vary depending upon the nature of the department in which the faculty member holds expertise, external funding requirements attached to the position, licensing or accreditation requirements, and other circumstances. It is therefore important that essential job functions for each faculty position be listed in the initial appointment letter.
- 3.3 The appointment letter for a faculty member with administrative duties will state the portion of the faculty member's salary that is associated with the administrative duties. The portion of the faculty member's salary not associated with the administrative duties must not exceed the salaries of other faculty with similar qualifications and performing similar duties. The appointment letter for faculty members with administrative duties will also state that the administrative duties may be removed without cause.
- 3.4 All appointment letters must indicate whether the appointment being offered is with tenure, tenure-accruing, or non-tenure accruing, as specified in [System Policy 12.01, Section 3](#).

### **4. TENURE AND PROMOTION CRITERIA**

- 4.1 There is no simple list of accomplishments that, when achieved, guarantee that a faculty member will obtain tenure. By meeting the *tenure expectations* (see Section 5), a faculty member becomes eligible for consideration for tenure.
- 4.2 The criteria that are used for evaluating the eligibility for tenure are the same criteria that are used in the annual performance review of faculty.
- 4.3 The categories of performance for tenure are described in [System Policy 12.01](#).

- 4.3.1 **Excellence in Teaching** - This category includes, among other things, evidence of teaching effectiveness at the undergraduate, graduate and professional levels (including student and peer evaluations); classroom and laboratory instruction; development of new courses (including online and blended), laboratories, and teaching methods; distance education, publication of instructional materials or research on pedagogy; advising; and supervision of undergraduate and/or graduate students; course content, complexity, level of expertise; performance of students in subsequent courses; content, quality and faculty use of the syllabus; student evaluations of the instructor; teaching innovations; peer evaluations; direction of dissertations and theses; quality of communication with students; awards, honors and other recognitions; collaboration, communication, participation, professionalism and collegiality.
- 4.3.2 **Excellence in Scholarship and/or Creative Activity** - This category includes creation and dissemination of new knowledge or other creative activities and/or the preservation of knowledge. For most disciplines, this category consists of research, grants, peer-reviewed publication, and/or creative work. This category may also include directing doctoral students, securing patents, copyrights, and commercialization as defined by college or institutional criteria; awards, honors and other recognitions; collaboration, communication, participation, professionalism and collegiality.
- 4.3.3 **Excellence in Service** - This includes service to PVAMU, students, student organizations, colleagues, department, college, as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large, as it relates to their discipline and area of expertise as well as other activities that benefit and enhance the community and PVAMU/community relations. This category may also include quality of patient care, where applicable; speeches and other presentations utilizing expertise; awards, honors and other recognitions; collaboration, communication, participation, professionalism and collegiality.
- 4.3.4 **Miscellaneous** - While department and college criteria may utilize some quantitative measures, excellence is of primary importance. Quality, impact, and significance of accomplishments are of utmost importance. College-specific requirements are available in the office of the dean of the college. Please contact the dean's office for specific information.

## 5. **TENURE AND PROMOTION EXPECTATIONS**

### 5.1 Award of Tenure

To be eligible for the award of tenure, the following considerations apply:

- 5.1.1 A tenure-track assistant professor must achieve, at a minimum, "Exceeds Expectations" ratings in the evaluation categories of Teaching, Scholarship and/or Creative Activities, and Service.
- 5.1.2 Candidates for tenure at the rank of associate professor or (full) professor must achieve the performance standards required for promotion to the rank that they presently hold to be eligible for tenure consideration.

- 5.2 A faculty member who has or has had a part-time administrative, non-instructional assignment (such as associate vice president, dean, direct supervisor, program coordinator, or other non-instructional administrative appointment) during the review period, must meet the same standards for teaching, scholarship and/or creative activities, and service as any other candidate for tenure and promotion. Although administrative responsibilities can be taken into consideration, they are not a substitute for exemplary accomplishment in any faculty performance category.
- 5.3 The supervisor of the faculty member's administrative or non-instructional assignment is responsible for evaluating the faculty member's performance for that work. The performance evaluations for administrative or non-instructional assignments should be included with the department head's evaluations in the tenure and promotion portfolio.

## **6. TENURE AND PROMOTION REVIEW PROCESS**

- 6.1 The review committees will not accept unsolicited opinions about any faculty candidate during the review process.
- 6.2 Probationary Period
  - 6.2.1 Beginning with appointment to a tenure-track position, the probationary period for a faculty member must not exceed seven years, as outlined in [System Policy 12.01, Section 4.1](#).
  - 6.2.2 The probationary period for a tenure-track faculty member may be extended beyond seven years upon petition by the faculty member, a concurring recommendation by the appropriate department head and dean, and approval by the Provost. The university may authorize an extension of the tenure probationary period due to special circumstances; see [University Rule 12.01.99.P1, Granting Extension of Tenure Probationary Period](#) for complete details.
- 6.3 Annual Review of Faculty Performance
  - 6.3.1 All tenure-track faculty members will undergo an annual review of their performance by their direct supervisor. The annual review will be conducted in accordance with the guidelines outlined in the [PVAMU Faculty Handbook](#).
  - 6.3.2 This annual review will specifically evaluate the faculty member's performance in each evaluation category (i.e., teaching, scholarship and/or creative activity, and service).
  - 6.3.3 In each academic department, the direct supervisor will annually evaluate the performance of each tenure-track faculty member. The direct supervisor should be especially judicious in evaluating a faculty member's progress toward tenure and promotion. The annual review should provide a blueprint for faculty success through a thorough and candid analysis of each aspect of the faculty member's performance.

- 6.3.4 The direct supervisor will review the performance review with each faculty member to provide meaningful written and oral feedback about their performance and, if needed, suggestions for the improvement of performance.
- 6.3.5 A copy of the annual review will be sent to the dean by the direct supervisor. The dean will review the annual review for each faculty member and may append additional comments that expand, explain, support, or dispute the direct supervisor's evaluation. If the dean adds additional comments, the dean will provide a copy of the appended comments to the faculty member and the direct supervisor. The dean will forward a copy of each faculty member's annual review, including all appended comments, to Academic Affairs.
- 6.3.6 Each faculty member's annual review will be included in the faculty member's personnel file. A copy of the annual review will be available in Workday and also retained by the direct supervisor. The faculty candidate is responsible for including a copy of the annual review in the tenure and promotion portfolio.
- 6.3.7 In any year, a direct supervisor or dean may recommend to the Provost that the probationary appointment of a tenure-track faculty member be terminated. The final decision regarding the termination of the probationary appointment of a tenure-track faculty member must be made by the Provost with the concurrence of the President. Notification of appointment non-renewal will be made in accordance with the timelines specified in [System Policy 12.01, Section 4.2](#).
- 6.3.8 A tenure-track faculty member may appeal the decision of the Provost regarding non-renewal on the basis that the decision was made in violation of the academic freedom of the individual or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, color, sex, religion, national origin, age, genetic information, veteran status, sexual orientation, gender identity or disability unrelated to the performance of duties; or made in retaliation for the faculty member's exercise of protected First Amendment Rights. The appeal should be filed within 10 business days of receiving the decision. The Provost may refer the matter to a review panel whose members are selected from the Faculty Senate or whose members are appointed jointly by the Provost and the Speaker of the Faculty Senate. The final determination will be made by the Provost in consultation with the President.

#### 6.4 Mid-Tenure (Third-Year) Review

- 6.4.1 A mandatory review typically occurs for tenure-track faculty members in the fall semester of the fourth year (after the completion of the third year of appointment). However, faculty members who arrive with credit toward tenure or faculty members hired at the Associate Professor level who will apply for tenure in their fourth year at PVAMU undergo mid-tenure reviews before the fourth year of appointment. The purpose of the mid-tenure

review is to assess the progress that a tenure-track faculty member has made toward meeting the criteria for consideration of tenure and promotion. With rare exceptions (particularly of academic scholarship), Assistant Professors must go through the mid-tenure review process before applying for tenure and promotion.

- 6.4.2 Faculty members undergoing the mid-tenure review will prepare a mid-tenure review portfolio that details their achievements and performance in teaching, research/scholarship, and service.

- 6.4.2.1 The mid-tenure review portfolio must be submitted to PantherFolio by the prescribed deadline date.

- 6.4.2.2 The direct supervisor may assist a candidate with the preparation of early versions of the mid-tenure review portfolio. However, unless approved by the direct supervisor and the dean, no additions, deletions or corrections may be made to a review portfolio under review after the portfolio has been submitted to PantherFolio.

- 6.4.3 The mid-tenure review portfolio will be reviewed by the candidate's Departmental Tenure and Promotion Committee (if applicable), direct supervisor, College Tenure and Promotion Committee, and the dean. The review portfolio will be forwarded to each of these levels of review regardless of the positive or negative recommendations that may be included.

- 6.4.4 At each level of review, the candidate will be evaluated in the categories of teaching, scholarship and/or creative activities, and service, and assigned one of the following ratings in each of the three categories: "Acceptable Progress toward Tenure," "Marginal Progress toward Tenure," or "Unacceptable Progress toward Tenure".

- 6.4.5 The chairs of the Departmental Promotion and Tenure Committee and the College Promotion and Tenure Committee will schedule all meetings, conduct all deliberations, oversee the required votes for all candidates for mid-tenure review, and complete and submit a written report and tabulation of the committee's votes to the direct supervisor and the dean, respectively.

- 6.4.6 The direct supervisor will prepare an independent written evaluation and rating of each mid-tenure review candidate, including recommendations for areas of improvement as needed. The independent written evaluations from the Departmental Promotion and Tenure Committee and the direct supervisor will be added to the candidate's portfolio in PantherFolio, which will be forwarded to the College Promotion and Tenure Committee.

- 6.4.7 The dean will prepare an independent written evaluation and rating of each mid-tenure review candidate, add it to the candidate's portfolio, and send a copy of their evaluation to the candidate, to the direct supervisor, and to the Provost by the approved deadline date.



- 6.4.8 The dean's evaluation will state one of the following:
- 6.4.8.1 The candidate has made adequate progress toward meeting the criteria for consideration of tenure and promotion;
  - 6.4.8.2 The candidate has made marginal progress toward meeting the criteria for consideration of tenure and promotion and will be provided a Tenure-Track Faculty Improvement Plan (TTFIP) with recommendations for areas of improvement; or,
  - 6.4.8.3 The candidate has not made acceptable progress toward meeting the criteria for consideration of tenure and promotion and will be offered a terminal, nine-month appointment.
- 6.4.9 The mid-tenure review candidate may appeal to the Provost the dean's decision to offer a terminal, nine-month appointment on the basis that the decision was made in violation of the academic freedom of the individual or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, color, sex, religion, national origin, age, genetic information, veteran status, sexual orientation, gender identity or disability unrelated to the performance of duties; or made in retaliation for the faculty member's exercise of protected First Amendment Rights. The appeal should be filed within 10 (ten) business days of receiving the decision. The Provost may refer the matter to a review panel whose members are selected from the Faculty Senate or whose members are appointed jointly by the Provost and the Speaker of the Faculty Senate. The final determination will be made by the Provost in consultation with the President.

## **7. REVIEW OF TENURE RECOMMENDATIONS**

- 7.1 Tenure Review for Tenure-track Assistant Professors
- 7.1.1 A mandatory tenure review for tenure-track assistant professors occurs after the completion of the fifth year of appointment (except faculty members who arrive with credit toward tenure apply earlier). Faculty members facing the tenure review must apply for tenure and promotion and must prepare a tenure and promotion portfolio.
  - 7.1.2 If the award of tenure and promotion is denied in the tenure and promotion review process, the faculty member will receive a terminal nine-month appointment for the next academic year.
- 7.2 Tenure and Promotion Portfolio
- 7.2.1 The portfolio must be submitted to PantherFolio by the prescribed deadline date. The portfolio should include a letter of submission that indicates the candidate is formally submitting the portfolio to the direct supervisor for evaluation. Unless there are significant extenuating circumstances, failure to submit the portfolio by the prescribed deadline date will preclude the faculty member from applying for tenure and promotion.

- 7.2.2 The Provost will determine whether failure to submit the portfolio on time was due to significant extenuating circumstances. A tenure-track faculty member who fails to submit their portfolio by the prescribed deadline date will be given a terminal appointment for the following academic year.
- 7.2.3 The direct supervisor may assist a candidate with the preparation of early versions of the tenure and promotion portfolio. However, unless approved by the direct supervisor and the dean, no additions, deletions or corrections may be made to a portfolio under review after the portfolio has been submitted to PantherFolio.
- 7.2.4 The tenure and promotion review portfolio will be reviewed by the candidate's Departmental and/or College Tenure and Promotion Committee, direct supervisor, and the dean. At each level of review the candidate will be evaluated in the categories of teaching, research/scholarship, and service.

## **8. TENURE AND PROMOTION REVIEW PROCESS**

### **8.1 Departmental Tenure and Promotion Review Process**

- 8.1.1 Each department head (department is to be interpreted as school where appropriate) will appoint a Departmental Tenure and Promotion Committee made up of the appropriate ranked faculty (i.e. tenured faculty for the review of third-year candidates and assistant professors, full professors for the review of associate professors for promotion). Each department should have its Tenure and Promotion Committee established by the approved deadline date.
- 8.1.2 A Departmental Tenure and Promotion Committee must consist of three or five tenured faculty members from the academic department.
- 8.1.3 If there are not enough tenured faculty members in the department available to constitute a committee of at least three, the department head will select at-large members from other departments within the college. (An at-large member is defined as an individual from another department within the college or related field/discipline or research). The committee must consist of three or five members with number and departmental representation determined by the size of the department and the number of candidates that are being reviewed in a given cycle.
- 8.1.4 No faculty member who is an applicant for tenure and promotion will serve on any Departmental Tenure and Promotion Committee.
- 8.1.5 Upon constitution of a Departmental Tenure and Promotion Committee, all tenured faculty in the department may, if they so desire, participate in the evaluation of candidates seeking tenure and promotion or under third-year review. The direct supervisor will provide each tenured faculty member access to the tenure and promotion portfolio for faculty review. This review, by non-committee faculty, will not be included in the final portfolio of the candidate; however, such a review may be relevant in departmental discussions/deliberations concerning a candidate.

- 8.1.6 The direct supervisor or the dean will convene the committee, select a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the direct supervisor or the dean will not participate in the deliberations of the committee unless asked by the committee to provide specific information to the committee.
- 8.1.7 The Departmental Tenure and Promotion Committee will evaluate each candidate and make a recommendation in written form to the direct supervisor. Each committee member will discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category based upon the established departmental standards for teaching, scholarship and/or creative activities, and service. The rating terminology described in the Faculty Performance Evaluation Instrument will be used in rating the contributions of each candidate for tenure and promotion.
- 8.1.8 A candidate must receive a majority of evaluations in the required levels (see Section 5.1.1) or higher for each evaluation category to be recommended for promotion and eligible for the committee's "Yes/No" vote on tenure. A "Yes/No" vote on tenure will complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure to the next level of the review process.
- 8.1.9 The chair of the Departmental Promotion and Tenure Committee will tabulate and report the votes for each candidate and will use the results of the vote to make a recommendation in written form to the direct supervisor. The written recommendation will summarize the rationale for the committee recommendation and will become part of the candidate's portfolio and remain in the portfolio throughout the evaluation process. All members of the committee will be afforded the opportunity to review the report before forwarding to the direct supervisor, and each member will sign indicating that the report is a fair representation of committee action. The direct supervisor may call the committee together to obtain more information about the recommendations made by the committee regarding a candidate.
- 8.1.10 The direct supervisor will collect all evaluations and will provide for each candidate a report of positive or negative recommendation. This report will record the vote of the Departmental Promotion and Tenure Committee for and against tenure and promotion. This report must include a rationale for the direct supervisor's recommendation for or against tenure and promotion. This report will be added to the candidate's portfolio. The direct supervisor will also include a form that summarizes the departmental committee's rating of the candidate in each evaluation category.
- 8.1.11 The direct supervisor will forward the tenure and promotion portfolio of each candidate to the dean by the approved deadline date regardless of the positive or negative recommendations that may be included.

## 8.2 College Tenure and Promotion Review Process

- 8.2.1 The dean will appoint a College Tenure and Promotion Committee with three or five tenured faculty members from the college.
- 8.2.2 The College Tenure and Promotion Committee must include a minimum of one member from the department of the candidate(s) that is being evaluated. If the college does not have three departments, at-large members from the college will be selected by the dean. If there are not enough tenured faculty members in the college to constitute a committee, the committee membership must be completed by faculty from other colleges who meet the appropriate qualifications. Nominations for these intercollege appointments will be made by the dean of the candidate(s) that is under review.
- 8.2.3 A direct supervisor or assistant/associate dean may not serve as a member of their College Tenure and Promotion Committee.
- 8.2.4 No faculty member who is an applicant for tenure and promotion will serve on any College Tenure and Promotion Committee.
- 8.2.5 The dean will convene the first meeting of the College Tenure and Promotion Committee, supervise the selection of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the dean will not participate in the deliberations of the committee unless asked to provide specific information to the committee.
- 8.2.6 The College Tenure and Promotion Committee will evaluate each candidate and make a recommendation in written form to the dean. Each committee member will discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category based upon the established college standards for teaching, scholarship and/or creative activities, and service. The rating terminology described in the Faculty Performance Evaluation Instrument will be used in rating the contributions of each candidate for tenure and promotion.
- 8.2.7 A candidate must receive a majority of evaluations in the required level (see Section 5.1.1) or higher for each evaluation category to be recommended for promotion and eligible for the committee's "Yes/No" vote on tenure. A "Yes/No" vote on tenure will complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure to the next level of the process.
- 8.2.8 The chair of the College Promotion and Tenure Committee will tabulate and report the votes for each candidate and will use the results of the vote to make a recommendation in written form to the dean. The written recommendation will summarize the rationale for the committee's recommendation and will become part of the candidate's portfolio and remain in the portfolio throughout the evaluation process. All members of the committee will be afforded the opportunity to review the report before

forwarding to the dean, and each member will sign indicating that the report is a fair representation of committee action. The dean may call the committee together to obtain more information about the recommendations made by the committee regarding a candidate.

8.2.9 The dean will provide for each candidate a report that records the vote of the College Promotion and Tenure Committee for and against tenure and promotion. The report must include the dean's recommendation for or against tenure and promotion. The report will be added to the candidate's portfolio.

8.2.10 The dean will forward the tenure and promotion portfolio of each candidate to the Provost by the approved deadline date regardless of the positive or negative recommendations that may be included.

### 8.3 Executive Tenure and Promotion Review Process

8.3.1 The Executive Committee consists of the President, the Provost, and the Vice President for Research, Innovation and Sponsored Programs (VP of Research). In their review, they may consider a number of factors, including quality of publications (journal ranking, impact factor, etc.), number and amount of funded research (internal vs. external), PI status vs. co-PI status on funded projects, Student Opinion Survey (SOS) reports and peer observations, teaching load (release time, overloads, etc.), quality/frequency of committee service (rigor, expectations, etc.), and other items that are indicative of quality and impact.

8.3.2 In addition to a thorough review of each candidate's academic credentials, the Provost and the VP of Research will carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each tenure and promotion decision. In making the recommendation to the President, the Provost and the VP of Research may recommend against tenure and promotion on the basis of future academic needs and/or availability of resources.

8.3.3 The Executive Committee will review the portfolio and the President will forward only positive recommendations regarding the awarding of tenure to the Board of Regents for final review and approval.

8.3.4 Tenure is granted only by an affirmative vote of the Board of Regents.

8.3.5 Faculty promotions are approved by the Provost and the President; written notification of all faculty promotions will be forwarded to the Chancellor.

### 8.4 Response to Negative Decisions

8.4.1 A faculty candidate for tenure and promotion may submit a letter of response to a negative decision received at any level in the tenure and promotion review process within 10 (ten) business days of receiving notice of the decision (see Section 10 for more details).

8.4.2 The response letter, if submitted in a timely manner, will be added to the faculty candidate's review portfolio, and reviewed by the next level of reviewers, as outlined below:

8.4.2.1 If a negative tenure and promotion recommendation originates at the department level, the response letter will be reviewed by the College Review Committee, Dean, and Executive Committee.

8.4.2.2 If a negative tenure and promotion recommendation originates at the college level, the response letter will be reviewed only by the Executive Committee.

## 8.5 Tenure and Promotion Timeline

8.5.1 The schedule for the tenure and promotion review process will conform as closely as possible to the dates listed in the [University Promotion and Tenure Manual](#). If any of those dates fall on a day on which the university is closed, the date will be moved to the following business day in which the university is open. Failure to submit the tenure and promotion portfolio by the stated deadline may disqualify the faculty from being considered for tenure and promotion.

8.5.2 The Board of Regents of A&M System usually considers tenure recommendations at the Board of Regents spring meeting.

8.5.3 The official decision regarding the granting of tenure by the Board of Regents will be conveyed in writing to the individual faculty member as soon as possible after the Board has voted to confer tenure.

8.5.4 Failure of any party to provide notice or take the actions indicated within the prescribed time limits does not result in the granting of tenure and promotion by default.

## 9.0 NOTICE OF NON-REAPPOINTMENT OR CANDIDACY WITHDRAWAL PROCESS

### 9.1 Notice of Non-Reappointment of Tenure-Track Faculty

9.1.1 Notice of non-reappointment, or of intention not to reappoint a tenure-track faculty member, should be given in writing in accordance with the standards outlined in [System Policy 12.01, Section 7](#).

9.1.2 Notification of non-reappointment must be sent in writing no later than March 1st of the first academic year of probationary service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

9.1.3 Notification of non-reappointment must be sent in writing no later than December 15th of the second year of probationary service, if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

9.1.4 Notification of non-reappointment must be sent in writing at least 12 months before the expiration of a probationary appointment after two or more years.

9.1.5 Faculty members should be notified promptly. No rights are accrued by the faculty member as a result of the university failing to notify them.

## 9.2 Candidacy Withdrawal Process

9.2.1 A candidate for tenure and promotion may withdraw from consideration at any point during the process. To withdraw from consideration for tenure and promotion, a candidate must submit a written and signed declaration of their decision to the Provost. The statement will become part of the faculty member's file in the Office of Academic Affairs.

9.2.2 Faculty members under consideration for tenure and promotion who withdraw during the final year of their probationary period will be provided a letter of non-reappointment that complies with the criteria in Section 7.1.

## 10.0 **APPEAL PROCESS FOR NON-RENEWAL OF NON-TENURED TENURE-TRACK FACULTY AT END OF TERM APPOINTMENT**

10.1 A non-tenured tenure-track faculty member may appeal the decision of non-renewal on the basis that the decision was made in violation of the academic freedom of the faculty member or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, color, sex, religion, national origin, age, genetic information, veteran status, sexual orientation, gender identity, or disability unrelated to the performance of duties; or made in retaliation for the faculty member's exercise of protected First Amendment Rights.

10.2 Notification of an appeal must be filed with the Provost in the form of a letter within 20 business days of the date on which the faculty member was given written notice of non-reappointment. The letter of appeal, which may not exceed five pages in length, must describe the basis for the appeal.

10.3 Upon receipt of the appeal, the Provost will refer the appeal to a preliminary review committee composed of three faculty members. Within 15 business days of the faculty member's notice of appeal of the allegations, the committee will determine whether the faculty member has established a prima facie case that the decision of non-renewal was made in violation of the faculty member's academic freedom, for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement. If the committee determines that the faculty member has not established a prima facie case, the allegations will be dismissed and the decision not to reappoint will stand. If the committee determines that the allegations do establish a prima facie case, the matter will be referred for an evidentiary hearing. A prima facie case for purposes of this section means that the faculty member's evidence, alone and un-rebutted, would establish that a violation as defined in Section 10.1 may have occurred.

- 10.4 In any evidentiary hearing, the burden of proving that the decision was made in violation of academic freedom, or for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement will rest with the faculty member. The burden of proof must be met by a preponderance of the evidence; i.e., that which is more convincing, more credible, and of greater weight than contrary evidence. Both the faculty member and the administration have the right of representation at this hearing.
- 10.5 Membership of the evidentiary hearing committee will be selected by the Provost who may consult with the Faculty Senate. The committee will consist of three tenured faculty members with no previous exposure or involvement with the case. The chair will be elected by the membership. The evidentiary hearing will be scheduled within 60 calendar days from the date the preliminary review committee notifies the Provost that the appeal establishes a prima facie case. The chair of the hearing committee may extend the time for completing the hearing by 15 business days for good cause shown. If more than one appeal is filed in a given year, some appeals may be delayed until the first full academic term following the notice of appeal. The committee will deliver its report to the Provost within 15 business days of the completion of the hearing. The committee's recommendation is advisory.

## **11. EXCEPTIONS, EXTENSIONS, AND SPECIAL CIRCUMSTANCES**

- 11.1 During the faculty tenure track period, the university permits a "time-out" due to special conditions or to pursue a special opportunity. The time-out extension must be based on extraordinary circumstances, and requires written concurrence by the faculty member, department head, dean, and Provost as detailed in [University Rule 12.01.99.P1, Granting Extension of Tenure Probationary Period](#).
- 11.2 Financial exigency may permit exceptions to tenure and promotion policies and procedures. The procedure to be followed in the event of financial exigency is explained in Section 13 of this Rule, in [University Rule 12.01.99.P1, Granting Extension of Tenure Probationary Period](#) and in [System Policy 12.01](#).
- 11.2.1 Per Section 9.3.2 of [System Policy 12.01](#), "there should be early, careful, and meaningful sharing of information and views with appropriate faculty representatives on the reasons indicating the need to terminate programs." In light of this, when considering faculty dismissals under the above conditions, evidence as to why faculty dismissals may be required as opposed to alternative courses of action must be provided.

## **12. POLICIES GOVERNING THE LOSS OF TENURE**

- 12.1 Loss of Tenure/Dismissal for Cause
- 12.1.1 Tenure may be relinquished for a variety of reasons; See [System Policy 12.01](#) for detailed information.
- 12.1.2 Tenure is given up when a faculty member: (1) retires (excluding partial retirement); (2) resigns; (3) is dismissed for cause; or (4) is off the PVAMU payroll for more than one calendar year unless on approved leave of absence. (Note: Individuals who accept full-time employment at another



System academic institution, provided that such persons formally notify their department heads annually by March 1st of their desire to retain their tenured positions and their requests are approved by the appropriate administrators, may retain their tenured positions. If a request is denied, the individual must return to the tenured position formerly held or give up tenure.)

## 12.2 Dismissal of Tenured Faculty Members

12.2.1 A faculty member with tenure will not be dismissed until he/she has received reasonable notice of the cause for dismissal.

12.2.2 A decision to dismiss a tenured faculty member must be based on good cause. Good cause for dismissal of a faculty member with tenure includes, but is not limited to the following:

12.2.2.1 Professional incompetence;

12.2.2.2 Continuing or repeated failure to perform duties or meet responsibilities to the university, or to students or associates;

12.2.2.3 Failure to successfully complete a post-tenure review professional development program that requires the implementation of a written short-term development plan arising from an unsatisfactory rating in any one performance area, e.g., Teaching Effectiveness or Research, Creative Activities and other Scholarly Endeavors or Service;

12.2.2.4 Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the university, or to students or associates;

12.2.2.5 Violation of System Policies and Regulations, University Rules and Administrative Procedures, or laws substantially related to performance of faculty duties;

12.2.2.6 Conviction of a crime related to the fitness of a faculty member to engage in teaching, research, service/outreach, and/or administration;

12.2.2.7 Unprofessional conduct adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the university, or to students or associates;

12.2.2.8 Falsification of academic credentials;

12.2.2.9 Bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty;

12.2.2.10 Reduction or discontinuance of institutional programs based on educational considerations and requiring the termination of faculty members;

12.2.2.11 A finding of sexual harassment or other serious misconduct, in accordance with system policy; or

12.2.3 A faculty member who is found responsible for sexual harassment or other serious misconduct may be summarily dismissed or suspended without pay pending dismissal in accordance with the procedures outlined in Section 8.1 of [System Policy 12.01](#). A faculty member may be dismissed for other reasons, as outlined in Section 4.3 of [System Policy 12.01](#), after the faculty member has received notice of the cause for dismissal and an opportunity for a hearing in accordance with the procedures set forth in Section 8 of [System Policy 12.01](#).

### 12.3 Dismissal for Cause Procedures

12.3.1 Dismissal for cause hearings is outlined in [System Policy 12.01, Section 8](#).

12.4 See [System Policy 12.01](#) for additional information.

## 13. TENURE, FINANCIAL EXIGENCY, AND TERMINATION OR REDUCTION OF PROGRAMS

13.1 Bona fide financial exigency means a pressing need to reorder the nature and magnitude of financial obligations in such a way as to restore or preserve the financial stability of PVAMU. A bona fide financial exigency may exist without all parts of the university being affected. Financial stability means the ability of the university to provide from current income the funds necessary to meet current expenses, including current debt payments and sound reserves, without invading or depleting capital. Evidence of financial exigency may include but is not limited to declining enrollments, substantial revenue cutbacks, and substantial ongoing operating budget deficits.

13.2 If faculty members are notified that they have been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty members will have 10 business days to request a hearing before a committee appointed by the Provost. The Provost will appoint a committee consisting of the two most senior faculty members from each college (based on time in rank at PVAMU) and who are not subject to the termination order being considered by the hearing committee.

13.3 For additional information, see [System Policy 12.01, Section 9](#).

## 14. UNFORESEEN CONTINGENCIES

14.1 It is inevitable that circumstances beyond those enumerated and described within this Rule will arise. In the event that an issue arises that is in any way connected to faculty tenure and promotion and that is not clearly addressed by any portion or portions of this Rule, college and university administrators will proceed in their deliberations in good faith and a spirit of openness with the input of faculty (e.g., by soliciting the input of the Faculty Senate). Furthermore, those involved in the deliberations will decide if the issue at hand merits only an idiosyncratic review/decision or if a formal revision/amendment to the current tenure and promotion Rule should be initiated.

---

## **Related Statutes, Policies, Regulations and Rules**

---

[System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#)

[System Regulation 12.01.01, Institutional Rules for Implementing Tenure](#)

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

[System Policy 12.07, Fixed Term Academic Professional Track Faculty](#)

[University Rule 12.01.99.P1, Granting Extension of Tenure Probationary Period](#)

[UAP 12.01.99.P0.01, Academic Freedom, Responsibility and Tenure](#)

Prior to March 2020, this University Rule was published as University Administrative Procedure 12.02.99.P0.01 Institutional Procedures for Implementing Tenure.

---

## **Appendix**

---

[PVAMU Promotion and Tenure Manual](#)

[PVAMU Faculty Handbook](#)

---

## **Contact Office**

---

Office of Academic Affairs     936-261-2175

---