The Prairie View A&M University (PVAMU) Tenure and/or Promotion Manual supplements University Rule 12.01.01.P1 Institutional Rules for Implementing Tenure and provides guidelines on tenure and/or promotion of tenure-track faculty at PVAMU.

This manual should be read in conjunction with System Policies 12.01 Academic Freedom, Responsibility and Tenure, 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness, System Regulation 12.01.01 Institutional Rules for Implementing Tenure and University Rule 12.01.01.P1 Institutional Rules for Implementing Tenure.

PREAMBLE

PVAMU recognizes and appreciates the diversity of faculty roles and responsibilities, which are in alignment with The Texas A&M University System (System) as well as its own values of providing a high-quality educational experience to the diverse ethnic socioeconomic population of students through excellent teaching, relevant scholarship, and service. The university must consider a variety of contributions in the evaluation of faculty for tenure and/or promotion. The tenure and/or promotion guidelines are developed to ensure successful recruitment, development, and evaluation of faculty. It also sets minimum levels of achievement necessary for sustained progress in the area of annual performance evaluation, tenure and/or promotion.

Appointing, rewarding, and retaining a highly competent faculty is a major responsibility of the university. To ensure a fair and balanced university-wide approach to tenure and/or promotion and performance evaluation decisions, all academic departments and colleges must have a written policy statement, which describes the standards of annual performance, tenure and/or promotion. These policies shall incorporate, without violating the university’s annual performance evaluation, tenure and/or promotion criteria given herein, criteria to reflect the academic unit’s own discipline, mission, and culture. The criteria must contain a progression of expectations to ensure that candidates for annual performance evaluation, tenure, and/or promotion are fully aware of those standards by which their contributions are evaluated in the decision process. Each college and department shall periodically review documents to ensure consistency with the standards given in the manual. Department/college standards that fall below the minimum standards set forth here, or that violate in principle the policies of The Texas A&M University System, are invalid.

A university capable of educating its students for work and citizenship in the twenty-first century must have an outstanding faculty. These guidelines and criteria have been developed for the purpose of continually improving the quality and performance of the faculty in order to enhance the quality of the university’s programs and permit the university to achieve its mission.

A copy of these policies shall be made available to all faculty via the PVAMU Policy Library. The university shall annually make available to all faculty members a calendar (time-line) for guiding the annual performance evaluation, tenure and/or promotion process.

PVAMU is an Affirmative Action/Equal Opportunity institution. In accordance with federal and state law, System Policies and Regulations, and University Rules and Administrative Procedures, no tenure and/or promotion decisions shall be influenced by bias based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
Sections include:

1. Definitions
2. Eligibility for Tenure and/or Promotion
3. Tenure and/or Promotion Criteria
4. Tenure and/or Promotion Expectations
5. Tenure and/or Promotion Review Process
6. Review of Tenure Recommendations
7. Notice of Non-Reappointment or Candidacy Withdrawal Process
8. Appeal Process for Non-Renewal of Non-Tenured Tenure-Track Faculty at End of Term Appointment
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1. DEFINITIONS

**Direct Supervisor** - For purposes of tenure and/or 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/school regarding that faculty member. Typically, direct supervisors are department heads, but may also be whoever performs the evaluation function.

**Faculty** - For purposes of faculty tenure and/or promotion and annual performance review, faculty refers to all individuals who hold full-time tenure-track or tenured status and include only assistant professors, associate professors, or (full) professors (including endowed professors).

**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.

- Tenure shall not be construed as creating a property interest in any attributes of the faculty position beyond the faculty member’s regular annual salary (System Policy 12.01, Section 4).
- The award of tenure must be accompanied by an equally demanding concept of academic responsibility (System Policy 12.01, Section 2). Tenured faculty members shall 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.

2. ELIGIBILITY FOR TENURE AND/OR 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 submit an application for tenure at the beginning of their sixth academic year or earlier (see Section 2.4 below) of their tenure probationary period at PVAMU.

**2.3** Administrative personnel, such as department heads and deans, who hold academic rank in addition to their administrative titles, retain their tenured status as faculty members, but administrative positions per se are not subject to tenure.
2.4 After consultation with the direct supervisor and/or dean, a faculty member may apply for early tenure and/or promotion consideration, but individuals seeking early consideration shall be expected to significantly exceed the department, college, and university standards of achievement in instructional responsibilities, intellectual contributions, and professional service for tenure and/or promotion to the academic rank that is sought.

2.5 A tenure-track assistant professor may not apply for the award of tenure without making simultaneous application for promotion.

2.6 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.

2.6.1 During the interview process, the candidate should present documentation of academic credentials (personal data should be excluded) to the departmental hiring committee. The faculty will evaluate the candidate's portfolio and submit a formal recommendation to the direct supervisor. The direct supervisor will evaluate the portfolio, review the faculty’s recommendation, and submit a summary of the faculty's evaluations and an independent recommendation to the appropriate academic dean. The dean will review all material and submit a formal request to the Provost. If approved, the Provost will recommend tenure upon arrival to the President.

2.6.2 If approved by the President, a formal request for tenure upon arrival will be submitted to the System Board of Regents at least six weeks in advance of the next scheduled meeting date.

2.6.3 If the request for tenure upon arrival is not approved by the President, the candidate will be offered a tenure-track position and shall follow the timeline as stated in the tenure and/or promotion process for award of tenure.

2.7 Faculty members who hold joint appointments with other state, federal, or private agencies; or with other System members, may or may not be entitled to tenure, depending upon the nature of their duties and the terms of the written agreement of their appointments.

3. TENURE AND/OR PROMOTION CRITERIA

3.1 The criteria that are used for evaluating the eligibility for tenure and/or promotion are the same criteria that are used in the annual performance review of faculty.

3.2 The categories of performance for tenure are described in System Policy 12.01, Academic Freedom, Responsibility and Tenure.
3.2.1 **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.

3.2.2 **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.

3.2.3 **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.

3.2.4 **Miscellaneous** - While department and college/school criteria may utilize some quantitative measures, excellence is of primary importance. Quality, impact, and significance of accomplishments are of utmost importance. College/school-specific requirements are available in the office of the dean of the college/school. Please contact the dean’s office for specific information.

4. **TENURE AND/OR PROMOTION EXPECTATIONS**

4.1 It is expected that all faculty members shall perform all assigned duties and meet all expected responsibilities in a "meritorious" or "superior" manner. At PVAMU, the terms "Meritorious" and "Superior" are considered equivalent to the two highest performance ratings, as defined in the Faculty Performance Evaluation Instrument.

4.2 Promotion to the Rank of Associate Professor
4.2.1 To be eligible for promotion to the rank of associate professor, a faculty member must be considered "Meritorious" or "Superior" in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service.

4.3 Promotion to the Rank of (Full) Professor

4.3.1 To be eligible for promotion to the rank of (full) professor, a faculty member should have served a minimum of four years in the rank of associate professor. The applicant must be considered “Meritorious” in at least one of the two evaluation categories of Instructional Responsibilities or Intellectual Contributions and “Superior” in the other category as well as in the category of Professional Service.

4.4 Award of Tenure

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

4.4.1.1 A tenure-track assistant professor must be considered "Meritorious" or “Superior” in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service. Candidates must meet the criteria for tenure delineated in Section 2 of this manual.

4.4.1.2 Candidates for tenure who were employed 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. Candidates must meet the criteria for tenure delineated in Section 2 of this manual.

4.5 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 instructional responsibilities, intellectual contributions, and professional service as any other candidate for tenure and/or promotion. Although administrative responsibilities can be taken into consideration, they are not a substitute for exemplary accomplishment in any faculty performance category.

4.6 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 evaluations of performance for administrative or non-instructional assignments should be included with the department head’s evaluations in the tenure and/or promotion portfolio.

5. TENURE AND/OR PROMOTION REVIEW PROCESS

5.1 Probationary Period
5.1.1 Beginning with appointment to a tenure-track position, the probationary period for a faculty member must not exceed seven (7) years, as outlined in System Policy 12.01, Section 4.1.

5.1.2 The probationary period for a faculty member on tenure-track may be extended beyond seven (7) 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.

5.2 Annual Review of Faculty Performance

5.2.1 All tenure-track faculty members shall undergo an annual review of their performance. The annual review shall be conducted in accordance with the guidelines outlined in the PVAMU Faculty Handbook.

5.2.2 In each academic department, the direct supervisor shall annually evaluate the performance of each tenure-track faculty member.

5.2.3 The direct supervisor shall review the performance review with each faculty member to provide meaningful written and oral feedback about their performance. This annual review shall specifically evaluate the faculty member's performance in each evaluation category (i.e., instructional responsibilities, intellectual contributions, and professional service). The annual review should describe noteworthy accomplishments and, if needed, suggestions for the improvement of performance.

5.2.4 The direct supervisor should be especially judicious in evaluating a faculty member's progress toward tenure and/or promotion at PVAMU. 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.

5.2.5 A copy of the annual review shall be sent to the college/school dean by the direct supervisor. The dean shall 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 shall provide a copy of the appended comments to the faculty member and the direct supervisor. The dean shall forward a copy of each faculty member's annual review, including all appended comments, to the Office of Academic Affairs.

5.2.6 Each faculty member's annual review shall be included in the faculty member's personnel file. A copy of the annual review shall be retained by the direct supervisor and shall be included in the tenure and/or promotion portfolio when it is developed.

5.2.7 In any year, a direct supervisor or college 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 shall be made in accordance with the timelines specified in System Policy 12.01, Section 4.2.

5.2.8 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.

5.3 Third-Year Review

5.3.1 A mandatory third-year review occurs after the completion of the third year of appointment for tenure-track faculty members (except for 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). The purpose of the third-year review is to assess the progress that a tenure-track faculty member has made toward meeting the criteria for consideration of tenure and/or promotion.

5.3.2 Faculty members undergoing the third-year review shall prepare a third-year review portfolio that details their achievements and performance in instructional responsibilities, intellectual contributions, and professional service during their first three years as a tenure-track faculty member.

5.3.2.1 The direct supervisor may assist a candidate with the preparation of early versions of the third-year review portfolio. However, unless approved by the direct supervisor and the dean, no additions, deletions or corrections may be made to a faculty member’s third-year review portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the direct supervisor.

5.3.2.2 Once the third-year review process has been completed, the third-year review portfolio shall be returned in its entirety to the faculty member.

5.3.3 The third-year review portfolio must be presented to the direct supervisor early in the candidate’s fourth year of employment and the direct supervisor must make the portfolio available for review to an appointed committee of tenured departmental faculty members, who will evaluate the candidate’s academic accomplishments and submit their written evaluation to the direct supervisor by the date prescribed by the direct supervisor. While the direct supervisor will use these written evaluations to help inform their evaluation of the third-year review candidate, they will not be included in the third-year review portfolio as it moves forward.
5.3.4 The third-year review portfolio will be reviewed by the candidate’s Departmental Tenure and/or Promotion Committee, direct supervisor, College Tenure and/or Promotion Committee, and college dean following the timeline in Section 6 of this manual. The third-year review portfolio will be forwarded to each of these levels of review regardless of the positive or negative recommendations that may be included.

5.3.5 At each level of review, the candidate will be evaluated in the categories of instructional responsibilities, intellectual contributions, and professional service and assigned a rating of either "Acceptable Progress toward Tenure" or "Unacceptable Progress toward Tenure" in each of the three categories.

5.3.5.1 "Acceptable Progress toward Tenure" indicates that the candidate has made adequate progress toward meeting the criteria for consideration of tenure and/or promotion during their first three years at the university.

5.3.6 The chair of the Departmental Tenure and/or Promotion Committee shall schedule all meetings, conduct all deliberations, oversee the required votes for all candidates for third-year review, and complete and submit a written report and tabulation of the committee’s votes to the direct supervisor by the date set by the direct supervisor. The structure and procedures for the Departmental Tenure and/or Promotion Committee are outlined in Section 6.3 of this manual.

5.3.7 The direct supervisor shall prepare an independent written evaluation and rating of each third-year review candidate, including recommendations for areas of improvement as needed. The direct supervisor shall add their independent written evaluation and the Departmental Tenure and/or Promotion Committee’s written evaluation to the candidate’s portfolio, send a copy of their evaluation to the candidate(s), and forward the candidate’s portfolio to the College Tenure and/or Promotion Committee by the approved deadline date.

5.3.8 The dean shall prepare an independent written evaluation and rating of each third-year review candidate, add it to the candidate’s portfolio, and send a copy of their evaluation to the candidate(s) and to the appropriate direct supervisor by the approved deadline date.

5.3.9 The dean’s evaluation shall state one of the following:

5.3.9.1 The candidate has made adequate progress toward meeting the criteria for consideration of tenure and/or promotion;

5.3.9.2 The candidate has made adequate progress toward meeting the criteria for consideration of tenure and/or promotion but with recommendations for areas of improvement; or,
5.3.9.3 The candidate has not made adequate progress toward meeting the criteria for consideration of tenure and/or promotion and will be offered a terminal, nine-month appointment.

5.3.10 The third-year 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.

6. REVIEW OF TENURE RECOMMENDATIONS

6.1 Tenure Review for Tenure-track Assistant Professors

6.1.1 A mandatory tenure review for tenure-track assistant professors occurs after the completion of the fifth year of appointment. Faculty members facing the tenure review must apply for tenure and/or promotion and must prepare a tenure and/or promotion portfolio.

6.1.2 If the award of tenure and/or promotion is denied to an assistant professor in the tenure and/or promotion process, the faculty member shall receive a terminal nine-month appointment for the next academic year.

6.2 Tenure and/or Promotion Portfolio

6.2.1 The portfolio must be presented to the direct supervisor 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/or promotion.

6.2.2 The Provost shall 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.

6.2.3 The direct supervisor may assist a candidate with the preparation of early versions of the tenure and/or promotion portfolio. However, unless approved by the direct supervisor and the dean, no additions, deletions or corrections may be made to a faculty member’s tenure and/or promotion portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the direct supervisor.

6.3 Departmental Tenure and/or Promotion Process

6.3.1 Each department head (department is to be interpreted as school where appropriate) will appoint a Departmental Tenure and/or 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) regardless of whether the department anticipates candidates for third-year review, tenure, or promotion. Each department should have its Tenure and/or Promotion Committee established by the approved deadline date.

6.3.2 A Departmental Tenure and/or Promotion Committee must consist of at least three tenured faculty members from the academic department.

6.3.3 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 3, 5, or 7 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.

6.3.4 No faculty member who is an applicant for tenure and/or promotion shall serve on any Departmental Tenure and/or Promotion Committee.

6.3.5 Upon constitution of a Departmental Tenure and/or Promotion Committee, only tenured faculty members may participate in the committee deliberations. All tenured faculty in the department may, if they so desire, participate in the evaluation of candidates seeking tenure and/or promotion or under third-year review. The direct supervisor shall provide each tenured faculty member access to the tenure and/or 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.

6.3.6 The direct supervisor or the dean shall 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 shall not participate in the deliberations of the committee unless asked by the committee to provide specific information to the committee.

6.3.7 The direct supervisor shall provide committee members with an evaluation form for each faculty member being considered for tenure and/or promotion. Each committee member shall 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 instructional responsibilities, intellectual contributions and professional service with collegiality and professionalism. The rating terminology described in the Faculty Performance Evaluation Instrument shall be used in rating the contributions of each candidate for tenure and/or promotion.

6.3.8 A candidate must receive a majority of evaluations in the required levels (see Section 4.2 or 4.3, as appropriate) or higher for each evaluation
category to be recommended for promotion and/or eligible for the committee’s "Yes/No" vote on tenure.

6.3.9 A "Yes/No" vote on tenure, if required, shall 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.

6.3.10 The chair of the Departmental Tenure and/or Promotion Committee shall tabulate and report the votes for each candidate and shall use the results of the vote to make a recommendation to the direct supervisor. The committee chair shall present the recommendation of the committee to the direct supervisor in written form. The written recommendation shall summarize the rationale for the committee recommendation and shall 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 one or more of the candidates.

6.3.11 The direct supervisor shall collect all evaluations and shall provide for each candidate a letter of positive or negative recommendation. This letter shall record the vote of the Departmental Tenure and/or Promotion Committee for and against tenure and/or promotion. This letter must include a rationale for the direct supervisor’s recommendation for or against tenure and/or promotion. This letter shall be placed in the candidate’s tenure and/or promotion portfolio.

6.3.12 The direct supervisor shall include a form that summarizes the departmental committee’s rating of the candidate for each evaluation category in the tenure and/or promotion portfolio.

6.3.13 The direct supervisor shall forward the tenure and/or promotion portfolio of each candidate for tenure and/or promotion to the college dean by the approved deadline date regardless of the positive or negative recommendations that may be included.

6.4 College Tenure and/or Promotion Process

6.4.1 The college dean shall appoint a College Tenure and/or Promotion Committee. The members of the committee shall serve for a single tenure and/or promotion cycle, but may be elected to serve in subsequent years.

6.4.2 A College Tenure and/or Promotion Committee shall be composed of three or five tenured faculty members.

6.4.3 The College Tenure and/or Promotion Committee must include a minimum of one member from the department/school of the candidate(s) that is being evaluated. If the college does not have three departments, the
The dean shall select at-large members from the college. If there are not enough tenured faculty members in the college to constitute a committee of three or five members, the committee membership must be completed by faculty from other colleges who meet the appropriate qualifications. The dean of the candidate that is under review shall make nominations for these intercollege appointments.

6.4.4 A direct supervisor or associate dean may not serve as a member of their College Tenure and/or Promotion Committee.

6.4.5 No faculty member who is an applicant for tenure and/or promotion shall serve on any College Tenure and/or Promotion Committee.

6.4.6 The college dean shall convene the first meeting of the College Tenure and/or 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 college dean shall not participate in the deliberations of the committee unless asked to provide specific information to the committee.

6.4.7 The dean shall provide committee members with an evaluation form for each faculty member being considered for tenure and/or promotion. Each committee member shall discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category based upon the established departmental/college standards for instructional responsibilities, intellectual contributions, and professional service with collegiality and professionalism. The rating terminology described in the Faculty Performance Evaluation Instrument shall be used in rating the contributions of each candidate for tenure and/or promotion.

6.4.8 A candidate must receive a majority of evaluations in the required level (see Section 4.2 or 4.3, as appropriate) or higher for each evaluation category to be recommended for promotion and/or eligible for the committee's "Yes/No" vote on tenure.

6.4.9 A "Yes/No" vote on tenure, if required, shall 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.

6.4.10 The chair of the College Tenure and/or Promotion Committee shall tabulate and report the votes for each candidate and shall use the results of the vote to make a recommendation to the college dean. The committee chair shall present the recommendation of the committee to the college dean in written form. The written recommendation shall summarize the rationale for the committee's recommendation and shall 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 college dean, and each member will sign indicating that the report is a fair representation of committee action. The college dean may call the committee together
to obtain more information about the recommendations made by the committee regarding one or more of the candidates.

6.4.11 The college dean shall provide for each candidate a letter that records the vote of the College Tenure and/or Promotion Committee for and against tenure and/or promotion. The letter must include the dean's recommendation for or against tenure and/or promotion. The letter shall be placed in Section I of a candidate's tenure and/or promotion portfolio.

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

6.5 Administrative Tenure and/or Promotion Process

6.5.1 The Provost and the Vice President for Research, Innovation and Sponsored Programs shall each review all tenure and/or promotion portfolios and shall render an individual recommendation on each candidate for tenure and/or promotion.

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

6.5.3 The Provost shall forward all recommendations to the President.

6.5.4 The Executive Committee members (i.e. President, Provost, etc.) will review the materials and forward only positive recommendations regarding the awarding of tenure to the Board of Regents for final review and approval.

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

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

6.6. Response to Negative Decisions

6.6.1 Any candidate for tenure and/or promotion may submit a letter of response to a negative decision if the negative decision is reached at any level in the tenure and/or promotion process.

6.6.2 After receiving notice of a negative decision, a candidate may submit a letter of response.

6.7 Tenure and/or Promotion Timeline
6.7.1 The schedule for the tenure and/or promotion review process shall conform as closely as possible to the following dates. If any of the following 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/or promotion portfolio by the stated deadline disqualifies the faculty from being considered for tenure and/or promotion.

6.7.2 On or about March 1 - The deans shall notify all faculty regarding their need to prepare tenure and/or promotion portfolios if they are to be considered and are eligible for tenure and/or promotion.

6.7.3 On or about May 15 - The Provost shall hold an open meeting or working session to answer questions regarding tenure and/or promotion processes.

6.7.4 On or about September 1 - Candidates for tenure and/or promotion shall submit their complete tenure and/or promotion portfolios to their direct supervisor.

6.7.5 On or about October 15 - The direct supervisor shall submit the summary of the departmental evaluations and their recommendations to the college dean.

6.7.6 On or about December 1 - The college dean shall submit the recommendations of the College Tenure and/or Promotion Committee along with their recommendation to the Provost.

6.7.7 On or about December 15 - The Provost and the Vice President for Research, Innovation and Sponsored Programs shall discuss/forward their recommendations to the President.

6.7.8 On or about January 10 - The President shall inform the Provost of their recommendations to the Board of Regents.

6.7.9 The Board of Regents of The Texas A&M University System usually considers tenure and/or promotion recommendations at the Board of Regents spring meeting.

6.7.10 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.

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

7. NOTICE OF NON-REAPPOINTMENT OR CANDIDACY WITHDRAWAL PROCESS

7.1 Notice of Non-Reappointment of Tenure-Track Faculty
7.1.1 Notice of non-reappointment, or of intention not to reappoint a faculty member, should be given in writing in accordance with the following standards.

7.1.2 Notification of non-reappointment must be sent no later than March 1 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.

7.1.3 Notification of non-reappointment must be sent no later than December 15 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.

7.1.4 Notification of non-reappointment must be sent at least twelve months before the expiration of a probationary appointment after two or more years.

7.2 Candidacy Withdrawal Process

7.2.1 A candidate for tenure and/or promotion may withdraw from consideration at any point during the process.

7.2.2 To withdraw from consideration for tenure and/or promotion, a candidate must submit a written and signed declaration of their decision to the Provost. The statement shall become part of the faculty member's file in the Office of Academic Affairs.

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

8. APPEAL PROCESS FOR NON-RENEWAL OF NON-TENURED TENURE-TRACK FACULTY AT END OF TERM APPOINTMENT

8.1 A non-tenured tenure-track faculty member may appeal the decision of the Provost 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.

8.2 Notification of an appeal must be filed with the Provost in the form of a letter within twenty (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.
8.3 Upon receipt of the appeal, the Provost shall refer the appeal to a committee of three faculty members to serve as a preliminary review committee.

8.4 Within fifteen (15) business days of the faculty member's notice of appeal of the allegations, the preliminary review committee shall 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 preliminary review committee determines that the faculty member has not established a prima facie case, the allegations shall be dismissed and the decision not to reappoint shall stand. If the committee determines that the allegations do establish a prima facie case, the matter shall be referred for an evidentiary hearing. A prima facie case for purposes of this section means that the faculty member's evidence, alone and unrebutted, would establish that a violation as defined in Section 8.1 may have occurred.

8.5 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 shall 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. PVAMU shall provide staff support to schedule and hold a hearing.

8.6 Membership of the committee will be selected by the Provost who may consult with the Faculty Senate. The committee will consist of three tenured faculty with no previous exposure or involvement with the case. The chair shall be elected by the membership. The evidentiary hearing shall be scheduled within sixty (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 fifteen (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 shall deliver its report to the Provost within fifteen (15) business days of the completion of the hearing. The committee's recommendation is advisory.

9. ASSESSMENT OF TENURE AND/OR PROMOTION PROCESS

9.1 On or about April 1, the Provost shall convene a meeting of the members of all College Tenure and/or Promotion Committees to review the just-completed tenure, promotion, and post-tenure review processes.

9.2 Input will be gathered at this meeting to prepare a report describing any problems that may have occurred with the tenure and/or promotion review process. The report also shall recommend changes that should be made to the process if any are regarded as necessary.
9.3 If revisions are recommended, the Provost, in consultation with the President, the Deans’ Council, and the Faculty Senate, shall act upon those recommendations prior to the next tenure and/or promotion cycle.

10. 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

UAP 12.01.99.P0.01 Academic Freedom, Responsibility and Tenure

University Rule 12.01.01.P1 Institutional Rules for Implementing Tenure

University Rule 12.01.99.P1 Granting Extension of Tenure Probationary Period

System Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness

System Regulation 32.01.01 Complaint and Appeal Procedures for Faculty Members

UAP 32.01.01.P0.01 Complaint and Appeal Procedures for Faculty Members

11. CONTACT OFFICE

Office of Academic Affairs 936-261-2175