

Faculty Promotion and Tenure Manual

Office of Academic Affairs



PRAIRIE VIEW
A&M UNIVERSITY

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1.0 INTRODUCTION

Prairie View A&M University (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 a diverse ethnic socioeconomic population of students through excellent teaching, scholarship, and service. The university must consider a variety of contributions in the evaluation of faculty for promotion. The faculty 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 promotion.

The university values outstanding teaching and is dedicated to offering nationally accredited programs based on essential knowledge, sound practice, relevant research, and realistic clinical training. Through instructional practices, community involvement/service, and scholarly research, the university prepares professionals who substantially contribute toward the improvement of our changing diverse and technologically advanced society. In order to ensure that students receive the best education, it is imperative that faculty be accountable for continually growing in areas of teaching, research, and service. The promotion process measures faculty professional growth in these areas.

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, promotion, and performance evaluation decisions, all academic departments and colleges must have a written policy statement, which describes the criteria and standards of annual performance, tenure, and promotion. These policies shall incorporate, without violating the university's annual performance evaluation or 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 promotion are fully aware of those standards by which their contributions are evaluated in the decision process. Department/college standards that fall below the minimum standards set forth here, or that violate in principle the policies of the System, are invalid.

This manual defines the criteria and guidelines relating to faculty promotion at PVAMU and will be updated as needed. The current version (Fall 2022) is reflective of joint efforts from the Office of Academic Affairs and the Faculty Senate. It is the responsibility of all individuals participating in the faculty promotion process to ensure that the policies and guidelines stated in this manual are followed in an appropriate manner.

2.0 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 dean). **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/or promotion process (including mid-tenure and post-tenure reviews):

- Only tenured PVAMU faculty are eligible to vote in the tenure and/or promotion review process.

- To be eligible to vote on tenure and/or 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 Associate Professor, 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/or 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 school/college level (not including the Dean, Associate Dean or Department Heads), which is charged with reviewing candidates' eligibility for tenure and/or 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/school 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 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. 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.

3.0 TENURE, PROMOTION, AND POST-TENURE REVIEW CALENDAR: 2023-24

Action	Faculty Responsibilities and Schedules	Supervisors' Actions and Schedules
Mandatory or early application for tenure and promotion; application for promotion only	<ul style="list-style-type: none"> For early application for tenure and promotion or application for promotion, consult with the immediate supervisor (usually the department head) and dean by June 1, 2023 Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> Submit portfolio in PantherFolio by September 1, 2023 	<ul style="list-style-type: none"> Portfolio Preparation Workshop – March 2023 & July 2023 Notice Sent to TT Faculty – May/June 2023 Dean ensures activation of tenure and promotion review committees at department and school/college level by June 5, 2023 Dean monitors process to ensure that all appropriate departmental and school/college reviews are completed by October 16, 2023 Dean transmits all recommendations for tenure and/or promotion to Provost by November 15, 2023 Dean meets with the Executive Committee (President, Provost, and VP of Research) at a scheduled time ranging from December 15, 2023 – January 31, 2024 Final recommendations submitted to the Chancellor by the President for the Board of Regents (BOR) action – February-March 2024 (or determined by BOR calendar) Provost and Dean notify faculty if decision is not to recommend requested action by February 29, 2024 Faculty notified of BOR actions by Academic Affairs by June 1, 2024 (or determined by BOR calendar)
Mid-Tenure Review	<ul style="list-style-type: none"> Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> Submit portfolio in PantherFolio by November 1, 2023 	<ul style="list-style-type: none"> Notice Sent to TT Faculty – May/June 2023 Departmental and college committees review portfolios by December 15, 2023 Dean transmits a copy of the mid-tenure review report to the Office of Academic Affairs by February 1, 2024 Department head meets with the faculty candidate by April 15, 2024 to discuss the departmental and school/college requirements for tenure, and the candidate's progress toward meeting those requirements

Post-Tenure Review Tenured faculty whose years in tenure status total 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 ... as of August 31, 2023	<ul style="list-style-type: none"> • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by January 15, 2024 	<ul style="list-style-type: none"> • Notice Sent to Tenured Faculty – May/June 2023 • Departmental and college committees review portfolios by March 15, 2024 • Dean transmits all recommendations to Provost by April 15, 2024 • Faculty notified of final action by the dean by June 1, 2024
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TENURE, PROMOTION, AND POST-TENURE REVIEW CALENDAR: 2024-25

Action	Faculty Responsibilities and Schedules	Supervisors' Actions and Schedules
Mandatory or early application for tenure and promotion; application for promotion only	<ul style="list-style-type: none"> • For early application for tenure and promotion or application for promotion, consult with the immediate supervisor (usually the department head) and dean by June 1, 2024 • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by September 2, 2024 	<ul style="list-style-type: none"> • Portfolio Preparation Workshop – March 2024 & July 2024 • Notice Sent to TT Faculty – May/June 2024 • Dean ensures activation of tenure and promotion review committees at department and school/college level by June 5, 2024 • Dean monitors process to ensure that all appropriate departmental and school/college reviews are completed by October 15, 2024 • Dean transmits all recommendations for tenure and/or promotion to Provost by November 15, 2024 • Dean meets with the Executive Committee (President, Provost, and VP of Research) at a scheduled time ranging from December 15, 2024 – January 31, 2025 • Final recommendations submitted to the Chancellor by the President for the Board of Regents (BOR) action – February-March 2025 (or determined by BOR calendar) • Provost and Dean notify faculty if decision is not to recommend requested action by February 28, 2025 • Faculty notified of BOR actions by Academic Affairs by June 2, 2025 (or determined by BOR calendar)

Mid-Tenure Review	<ul style="list-style-type: none"> • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by November 1, 2024 	<ul style="list-style-type: none"> • Notice Sent to TT Faculty – May/June 2024 • Departmental and college committees review portfolios by December 16, 2024 • Dean transmits a copy of the mid-tenure review report to the Office of Academic Affairs by February 3, 2025 • Department head meets with the faculty candidate by April 15, 2025 to discuss the departmental and school/college requirements for tenure, and the candidate's progress toward meeting those requirements
Post-Tenure Review Tenured faculty whose years in tenure status total 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 ... as of August 31, 2024	<ul style="list-style-type: none"> • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by January 15, 2025 	<ul style="list-style-type: none"> • Notice Sent to Tenured Faculty – May/June 2024 • Departmental and college committees review portfolios by March 17, 2025 • Dean transmits all recommendations to Provost by April 15, 2025 • Faculty notified of final action by the dean by June 2, 2025

4.0 ELIGIBILITY FOR TENURE AND/OR PROMOTION

- 4.1 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).
- 4.2 Faculty in tenure-track appointments must submit an application for tenure at the beginning of their sixth academic year or earlier (see Section 4.4 below) of their tenure probationary period at PVAMU.
- 4.3 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.
- 4.4 If approved by their direct supervisor and dean, a faculty member may apply for early tenure and/or promotion consideration as early as the beginning of their fourth year of full-time service at PVAMU. Faculty candidates seeking early consideration shall be expected to significantly exceed the department, college, and university standards of achievement for tenure and/or 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.

- 4.5 A tenure-track assistant professor may not apply for the award of tenure without making simultaneous application for promotion.
- 4.6 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.
- 4.7 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.

5.0 TENURE AND/OR PROMOTION CRITERIA

- 5.1 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 6), a faculty member becomes eligible for consideration for tenure.
- 5.2 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.
- 5.3 The categories of performance for tenure are described in [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#).
 - 5.3.1 **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.
 - 5.3.2 **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.

- 5.3.3 **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.
- 5.3.4 **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.

6.0 TENURE AND/OR PROMOTION EXPECTATIONS

- 6.1 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, these terms are considered equivalent to the two highest performance ratings, as defined in the Faculty Performance Evaluation Instrument (i.e., "Exceeds Expectations" and "Significantly Exceeds Expectations", respectively).

- 6.2 The research/scholarship expectations are typically higher for faculty who receive reduced teaching load, summer grants, research grants, start-up funding, etc.

- 6.3 Promotion to the Rank of Associate Professor

To be eligible for promotion to the rank of associate professor, a faculty member must achieve, at a minimum, "Exceeds Expectations" ratings in the evaluation categories of Teaching, Scholarship and/or Creative Activities, and Service.

- 6.4 Promotion to the Rank of (Full) Professor

To be eligible for promotion to the rank of (full) professor, a faculty member should have typically served seven years in the rank of associate professor. The applicant must achieve "Significantly Exceeds Expectations" rating in at least one of the two evaluation categories of Teaching or Scholarship and/or Creative Activities, and, at a minimum, "Exceeds Expectations" ratings in the other category as well as in the category of Service. For a promotion review with a negative outcome, a minimum of one year before resubmission is required, i.e., a candidate may not apply for promotion in two consecutive years. After a faculty member has served seven years in the rank of associate professor, the annual evaluation by the department/division head shall contain an assessment of the faculty member's readiness to apply for promotion in view of the department's promotion standards and criteria.

- 6.5 Award of Tenure

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

- 6.5.1 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.

- 6.5.2 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.
- 6.6 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/or promotion. Although administrative responsibilities can be taken into consideration, they are not a substitute for exemplary accomplishment in any faculty performance category.
- 6.7 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.

7.0 TENURE AND/OR PROMOTION REVIEW PROCESS

- 7.1 The review committees will not accept unsolicited opinions about any faculty candidate during the review process.

7.2 Probationary Period

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](#). 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. See University Rule [12.01.99.P1 Granting Extension of Tenure Probationary Period](#) for complete details.

7.3 Annual Review of Faculty Performance

- 7.3.1 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](#).
- 7.3.2 In each academic department, the direct supervisor shall annually evaluate the performance of each tenure-track faculty member. The direct supervisor shall discuss 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., teaching, scholarship and/or creative activity, and service). The annual review should describe noteworthy accomplishments and, if needed, suggestions for the improvement of performance. 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.

- 7.3.3 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.
- 7.3.4 Each faculty member's annual review shall be included in the faculty member's personnel file. A copy of the annual review shall 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 promotion portfolio.
- 7.3.5 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 shall be made in accordance with the timelines specified in System Policy [12.01, Section 4.2](#).
- 7.3.6 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 (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.

7.4 Mid-Tenure (Third-Year) Review

- 7.4.1 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 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. With rare exceptions (particularly of academic scholarship), Assistant Professors must go through the mid-tenure review process before applying for tenure and/or promotion.
- 7.4.2 Faculty members undergoing the third-year review shall prepare a review portfolio that details their achievements and performance in teaching, scholarship and/or creative activities, and service during their first three years as a tenure-track faculty member. 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 third-year review portfolio under review after the portfolio has been submitted to PantherFolio.

- 7.4.3 The third-year review portfolio must be submitted early in the candidate's fourth year of employment. The portfolio will be reviewed by the candidate's Departmental Promotion and Tenure Committee (if applicable), direct supervisor, College Promotion and Tenure Committee, and dean. 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.
- 7.4.4 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".
- 7.4.5 The chairs of the Departmental Promotion and Tenure Committee and the College Promotion and Tenure 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 and the dean, respectively.
- 7.4.6 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 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.
- 7.4.7 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 Provost.
- 7.4.8 The dean's evaluation shall state one of the following:
 - 7.4.8.1 The candidate has made acceptable progress toward meeting the criteria for consideration of tenure and promotion;
 - 7.4.8.2 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,
 - 7.4.8.3 The candidate has made unacceptable progress toward meeting the criteria for consideration of tenure and promotion and will be offered a terminal, nine-month appointment.
- 7.4.9 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 candidate or for an illegal reason or for inadequate consideration of the candidate'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.

8.0 REVIEW OF TENURE RECOMMENDATIONS

8.1 Tenure Review for Tenure-track Assistant Professors

- 8.1.1 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 promotion, and must prepare a tenure and promotion portfolio.
- 8.1.2 If the award of tenure is denied to an assistant professor in the tenure review process, the faculty member shall receive a terminal nine-month appointment for the next academic year.

8.2 Tenure and/or Promotion Portfolio

- 8.2.1 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/or promotion. 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.
- 8.2.2 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 tenure and/or promotion portfolio under review after the portfolio has been submitted to the direct supervisor.

8.3 Departmental Tenure and/or Promotion Process

- 8.3.1 Each department head (department is to be interpreted as school where appropriate) will appoint a Departmental Promotion and Tenure 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). A Departmental Promotion and Tenure Committee must consist of three or five tenured faculty members from the academic department. 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 or related field/discipline. 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.

- 8.3.2 No faculty member who is an applicant for tenure and/or promotion shall serve on any Departmental Promotion and Tenure Committee.
- 8.3.3 Upon constitution of a Departmental Promotion and Tenure Committee, 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.
- 8.3.4 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 or the dean shall not participate in the deliberations of the committee unless asked by the committee to provide specific information to the committee.
- 8.3.5 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 teaching, scholarship and/or creative activities, and service. 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.
- 8.3.6 A candidate must receive a majority of evaluations in the required levels (see Section 6.3 or 6.4, 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. 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 review process.
- 8.3.7 The chair of the Departmental Promotion and Tenure Committee shall tabulate and report the votes for each candidate and shall use the results of the vote to make a recommendation in written form to the direct supervisor. 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.
- 8.3.8 The direct supervisor shall collect all evaluations and shall provide for each candidate a report of positive or negative recommendation. This report shall record the vote of the Departmental Promotion and Tenure Committee for and against tenure and/or promotion. This report must include a rationale for the direct

supervisor's recommendation for or against tenure and/or promotion. This report shall be added to the candidate's tenure and/or promotion portfolio. The direct supervisor shall also include a form that summarizes the departmental committee's rating of the candidate for each evaluation category in the tenure and/or promotion portfolio.

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

8.4 College Tenure and/or Promotion Process

- 8.4.1 The dean shall appoint a College Promotion and Tenure Committee with three or five tenured faculty members. The 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 dean shall select at-large members from the college. 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. The dean of the candidate that is under review shall make nominations for these intercollege appointments.
- 8.4.2 A direct supervisor or associate dean may not serve as a member of their College Promotion and Tenure Committee. Furthermore, no faculty member who is an applicant for tenure and/or promotion shall serve on any College Promotion and Tenure Committee.
- 8.4.3 The dean shall convene the first meeting of the College Promotion and Tenure 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 shall not participate in the deliberations of the committee unless asked to provide specific information to the committee.
- 8.4.4 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 college standards for teaching, scholarship and/or creative activities, and service. 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.
- 8.4.5 A candidate must receive a majority of evaluations in the required level (see Section 6.3 or 6.4, 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. 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.
- 8.4.6 The chair of the College Promotion and Tenure Committee shall tabulate and report the votes for each candidate and shall use the results of the vote to make a recommendation in written form to the college dean. 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 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 one or more of the candidates.

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

8.4.8 The 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.

8.5 Administrative Tenure and/or Promotion Process

8.5.1 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. In addition to a thorough review of each candidate's academic credentials, the Provost and the VP of Research 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 and the VP of Research may recommend against tenure and/or promotion on the basis of future academic needs and/or availability of resources.

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

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

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

8.6. Response to Negative Decisions

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

A tenured faculty member whose promotion application to full Professor has been denied may appeal to the Provost on the basis that the decision was made in violation of the academic freedom of the candidate or for an illegal reason or for inadequate consideration of the candidate'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.

8.7 Tenure and/or Promotion Timeline

- 8.7.1 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.
- 8.7.2 **March** - The Provost shall hold an open meeting or working session to answer questions regarding tenure and/or promotion processes. Additional workshops at the college level may also take place.
- 8.7.3 **May-June** - 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.
- 8.7.4 On or about **September 1** - Candidates for tenure and/or promotion shall submit their complete tenure and/or promotion portfolios to PantherFolio.
- 8.7.5 On or about **October 15** – The dean shall ensure that all appropriate departmental and college reviews are completed.
- 8.7.6 On or about **November 1** – The dean shall submit all recommendations for tenure and/or promotion to the Provost.
- 8.7.7 **December 15 to January 31** – The dean shall meet with the Executive Committee (President, Provost, and VP of Research).
- 8.7.8 **February-March** – The President shall submit final recommendations to the Chancellor for the Board of Regents (BOR) action.
- 8.7.9 On or about **February 28** – The Provost and dean shall notify faculty if decision is not to recommend requested action.
- 8.7.10 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.
- 8.7.11 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.
- 8.7.12 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.

9.0 NOTICE OF NON-REAPPOINTMENT OR CANDIDACY WITHDRAWAL PROCESS

9.1 Notice of Non-Reappointment of Tenure-Track Faculty

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

9.2 Candidacy Withdrawal Process

- 9.2.1 A candidate for tenure and/or promotion may withdraw from consideration at any point during the process. 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.
- 9.2.2 Faculty members under consideration for tenure and promotion 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 8.1.

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 the Provost 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 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.
- 10.3 Upon receipt of the appeal, the Provost shall refer the appeal to a preliminary review committee composed of three faculty members. Within fifteen (15) business days of the faculty member's notice of appeal of the allegations, the 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 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 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 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.
- 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 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.

11.0 EXCEPTIONS, EXTENSIONS, AND SPECIAL CIRCUMSTANCES

- 11.1 During the faculty tenure track period, the university permits a "stop-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 chair, college 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/or promotion policies and procedures. The procedure to be followed in the event of financial exigency is explained in Section 12 of this manual, in University Rule [12.01.99.P1 Granting Extension of Tenure Probationary Period](#) and in System Policy [12.01 Academic Freedom, Responsibility and Tenure](#).
- 11.2.1 Section 9.3.2 of System Policy [12.01 Academic Freedom, Responsibility and Tenure](#) states – "When faculty dismissals are contemplated on grounds of financial exigency or program termination or reduction, 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. Recommendations from such faculty representatives will be sought on alternatives available to the system academic institution to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members." 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.

12.0 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 Academic Freedom, Responsibility and Tenure](#) 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 1 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 shall not be dismissed until he or 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:

- Professional incompetence;
- Continuing or repeated failure to perform duties or meet responsibilities to the university, or to students or associates;
- Failure to successfully complete a post-tenure review professional development program;
- Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the university, or to students or associates;
- Violation of System Policies and Regulations, University Rules and Administrative Procedures, or laws substantially related to performance of faculty duties;
- Conviction of a crime substantially related to the fitness of a faculty member to engage in teaching, research, service/outreach, and/or administration;
- 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;
- Falsification of academic credentials;
- Bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty;
- Reduction or discontinuance of institutional programs based on educational considerations and requiring the termination of faculty members; or,
- Poor performance (as stipulated in the Annual Performance Review).

12.3 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 Academic Freedom, Responsibility and Tenure](#). A faculty member may be dismissed for other reasons, as outlined in Section 4.3, 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.

13.0 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 a faculty member is notified that s/he has been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty member will have ten (10) business days to request a hearing before a committee appointed by the Provost. The Provost shall appoint a committee consisting of the two most senior tenured 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.

14.0 UNFORESEEN CONTINGENCIES

It is inevitable that circumstances beyond those enumerated and described within this manual will arise. In the event that an issue arises that is in any way connected to faculty tenure and/or promotion and that is not clearly addressed by any portion of this manual, 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/or promotion manual should be initiated.

15.0 POST-TENURE REVIEW

- 15.1 Continued productivity of tenured faculty is pivotal to the preservation and advancement of institutional quality. A system of post-tenure review strengthens the faculty evaluation process by making it consistent, objective, and outcome-oriented. The post-tenure review process provides informed, timely performance assessment, which can facilitate early identification of diminishing productivity that warrants attention and amelioration. The review process greatly reduces tolerance of substandard performance. In the final analysis, persistent unsatisfactory performance will result in termination.
- 15.2 Tenured faculty will be evaluated for performance in teaching, research, and service every five years following award of tenure. Like the tenure cycle, the years in the cycle are anchored to September 1 of the year that one's tenure became effective. Standards of individual performance in each area will emanate from the mission and objectives of the academic unit.
- 15.3 All full-time tenured faculty including academic department heads, deans, and any other faculty member with administrative responsibility will be subject to post-tenure review. However, administrators who carry less than 50% teaching workload are typically evaluated when they return to full time teaching unless otherwise specified in the conditions of employment.

- 15.4 The Dean is responsible for implementing the post-tenure evaluation process for all tenured faculty, but may delegate specific responsibility to the division or department head. If faculty are assigned to more than one division/department/school/college, the review process must be coordinated with both the immediate supervisor and the dean of each unit as applicable.
- 15.5 The post-tenure review portfolio must be submitted to PantherFolio by the deadline established by Academic Affairs. The portfolio will be reviewed by the candidate's Departmental Post-Tenure Review Committee (if applicable), direct supervisor, College Post-Tenure Review Committee, and dean.
- 15.6 The post-tenure review committees should include three or five tenured faculty members who are not scheduled for review during the year in which they are serving. The review committees may include tenured faculty from other departments and/or colleges as appropriate. The department head will combine his/her findings relative to the faculty member being reviewed with those of the departmental review committee, and prepare the summary report and his/her recommendations. The Dean will review the summary reports and recommendations from the department head and the departmental and/or college review committees, and transmit his/her own recommendation to the Provost.
- 15.7 A tenured faculty member who undergoes post-tenure review will receive one of the following ratings – Satisfactory, Marginal, or Unsatisfactory. The department head will provide a final summary report to the faculty member. In the event the evaluation rating is not Satisfactory, the department head will develop, with the dean's guidance and the faculty member's participation, a Tenured Faculty Improvement Plan (TFIP).
- 15.7.1 TFIP for Marginal Rating - If the evaluation rating is Marginal, the TFIP will allow the faculty member two years to demonstrate elimination of cited deficiencies. The department head will monitor the faculty member and provide him/her intermittent feedback. Failure to show substantive improvement after two years will result in the faculty member's being placed on Performance Probation and given one year to improve, and failure to improve will result in termination.
- 15.7.2 TFIP for Unsatisfactory Rating - If the evaluation rating is Unsatisfactory, the TFIP will allow the faculty member one year to demonstrate substantive improvement. The department head will evaluate the faculty member intermittently during the year. If improvement is not documented after one year, the faculty member will be notified of termination following an additional year of employment.
- 15.7.3 Faculty who receive TFIPs in post-tenure reviews are ineligible for promotion until the deficiencies identified in the TFIP have been successfully addressed.
- 15.8 A faculty member who receives an unfavorable review (Marginal or Unsatisfactory) may submit a rebuttal within 10 (ten) business days of receiving the review to the department head who must meet with the faculty member to attempt to affect a resolution. The department head may convene the original review committee to address the faculty member's grievance. If there is no resolution, the faculty member may appeal to the dean or to an ad hoc post-tenure review panel appointed by the dean. If there is no resolution, the faculty member may appeal to the Provost who 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.

16.0 PORTFOLIO GENERAL REQUIREMENTS (PantherFolio ~ 600 pages)

NOTE: Seek guidance from College/School for particular requirements

A. Current Curriculum Vitae (will be generated by PantherFolio Faculty 180)

B. Application Summary Form

C. Summary of Achievements at PVAMU during the Evaluation Period (3-pages)

1. Teaching
2. Research
3. Service

D. Copies of All Performance Evaluations during the Evaluation Period (including Mid-Tenure Review, only if applying for tenure)

E. Teaching

1. Summary statement of teaching activities during the evaluation period
2. Statement of teaching philosophy
3. Examples of course syllabi
4. Examples of materials from classes (assignments, tests, etc.)
5. Student Opinion Survey (SOS) results
6. Peer evaluations / Teaching observations
7. Other teaching activities

F. Research/Scholarly/Artistic/Creative Activities

1. Summary statement of activities during the evaluation period
2. Summary of research projects (include listing of funded projects, amounts, and pending projects)
3. List of peer reviewed publications - books, monographs, publications in refereed journals
 - Include samples; details about peer review status; influence, etc. Note: Depending on the field, this may include artistic and creative activities; indicate dates, locations of presentations and critical reviews.
4. Presentations and professional papers
 - Include evidence from conference programs, etc.
5. Research advisor/mentor activities, if applicable
6. Other research activities

G. SERVICE

1. Summary statement of service rendered to the department, college, university and community during the evaluation period
2. Committee service (provide copies of appointment letters and service/performance endorsement letters from committee chairpersons)
3. Service rendered to professional societies
4. Service as faculty advisor to student organizations
5. Service as academic advisor
6. Service as research mentor, if different from above
7. Other service activities

H. OTHER

1. Awards, honors, citations
2. Memberships in professional societies (related to one's discipline)
3. Offices held in professional societies
4. Recommendation letters (may depend on College/School), etc.

APPENDIX A

APPLICATION SUMMARY FORM

COLLEGE/SCHOOL OF _____

1. NAME _____

2. DEPARTMENT _____

3. YEARS AT PVAMU _____ 4. HIGHEST DEGREE _____

5. CHECK APPROPRIATELY:

_____ ACADEMIC PROFESSIONAL TRACK FACULTY (INDICATE NUMBER OF YEARS) _____

_____ ASSISTANT PROFESSOR _____
YEARS

_____ ASSOCIATE PROFESSOR _____ ()
YEARS TENURED

_____ PROFESSOR _____ ()
YEARS TENURED

6. REQUEST FOR: () REAPPOINTMENT () PROMOTION () TENURE

7. YEARS OF TEACHING AT: PVAMU _____ ELSEWHERE _____

APPENDIX B

COURSE LOAD MATRIX

To be completed by applicant

To be used by Promotion and Tenure committee for calculation of teaching load

NAME: _____

YEAR															
Course/Semester	F	S	S	F	S	S	F	S	S	F	S	S	F	S	S
	P	P	U	P	P	U	P	P	U	P	P	U	P	P	U

ACADEMIC PROFESSIONAL TRACK (NON-TENURE TRACK) FACULTY

17.0 PROMOTION REVIEW

Application for promotion in rank for Academic Professional Track (NTT) faculty shall follow the standard department, college, and university criteria and processes with the exception that the portfolio shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility. Colleges/departments may set additional criteria, but cannot impose research expectations on faculty in positions where research is not expected, nor can research be substituted for teaching and/or service in positions where teaching and/or service is required. The evaluation guidelines and weighting of teaching, research/creative, and service activities may be changed to more appropriately reflect the position responsibilities. Faculty members generally become eligible for promotion consideration after serving five years in rank; however, a faculty member may also apply for promotion at an earlier time if the other eligibility criteria are met. See UAP [12.07.99.P0.01 Fixed Term Academic Professional Track Faculty](#) for more details.

A non-tenure track faculty member whose promotion application has been denied may appeal to the Provost on the basis that the decision was made in violation of the academic freedom of the candidate or for an illegal reason or for inadequate consideration of the candidate'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.

18.0 PROMOTION REVIEW CALENDARS (2023-24 AND 2024-25)

Action	Faculty Responsibilities and Schedules	Supervisors' Actions and Schedules
Optional Academic Professional Track (Non-Tenure Track) application for promotion only	<ul style="list-style-type: none"> • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by February 15, 2024 	<ul style="list-style-type: none"> • Notice Sent to Eligible NTT Faculty – September/October 2023 • Portfolio Preparation Workshop – November 2023 • Dean ensures activation of promotion review committees at department and school/college level by November 15, 2023 • Departmental and college committees review portfolios by March 31, 2024 • Dean transmits all recommendations for promotion to Provost by April 30, 2024 • Executive committee review – May 2024 • Faculty notified of final decision by June 15, 2024
Optional Academic Professional Track (Non-Tenure Track) application for promotion only	<ul style="list-style-type: none"> • Prepare portfolio in PantherFolio according to <i>Portfolio Content Guidelines</i> • Submit portfolio in PantherFolio by February 17, 2025 	<ul style="list-style-type: none"> • Notice Sent to Eligible NTT Faculty – September/October 2024 • Portfolio Preparation Workshop – November 2024 • Dean ensures activation of promotion review committees at department and school/college level by November 15, 2024 • Departmental and college committees review portfolios by March 31, 2025 • Dean transmits all recommendations for promotion to Provost by April 30, 2025 • Executive committee review – May 2025 • Faculty notified of final decision by June 16, 2025

19.0 PROMOTION PORTFOLIO GENERAL REQUIREMENTS (PantherFolio ~ 600 pages)

NOTE: Seek guidance from College/School for particular requirements

- A. Current Curriculum Vitae (will be generated by PantherFolio Faculty 180)**
- B. Academic Professional Track Faculty Application Summary Form**
- C. Summary of Achievements at PVAMU (during the Evaluation Period in Rank, up to 3-pages) – Areas depend on actual position requirements**
 - 1. Teaching (and/or)
 - 2. Research (and/or)
 - 3. Service
- D. Position Descriptions**
 - 1. Official Position Description in Workday
 - 2. Self-Written Position Description (1-page)
- E. Biography (up to 2 pages)**
- F. Copies of All Performance Evaluations during the Evaluation Period**
- G. Suggested Items in Teaching (depends on position)**
 - 1. Summary statement of teaching activities during the evaluation period
 - 2. Statement of teaching philosophy
 - 3. Examples of course syllabi
 - 4. Examples of materials from classes (assignments, tests, etc.)
 - 5. Student Opinion Survey (SOS) results
 - 6. Peer evaluations / Teaching observations
 - 7. Other teaching activities and support materials, including student letters
- H. Suggested Items in Research/Scholarly/Artistic/Creative Activities (depends on position)**
 - 1. Summary statement of activities during the evaluation period
 - 2. Summary of research projects (include listing of funded projects, amounts, and pending projects)
 - 3. List of publications - books, monographs, publications
 - a. Include samples; details about peer review status; influence, etc. Note: Depending on the field, this may include artistic and creative activities; indicate dates, locations of presentations and critical reviews.
 - 4. Presentations and professional papers
 - a. Include evidence from conference programs, etc.
 - 5. Research advisor/mentor activities
 - 6. Other research activities
- I. Suggested Items in Service (depends on position)**
 - 1. Summary statement of service rendered to the department, college, university and community during the evaluation period
 - 2. Committee service (provide copies of appointment letters and service/performance endorsement letters from committee chairpersons)
 - 3. Service rendered to professional societies
 - 4. Service as faculty advisor to student organizations
 - 5. Service as academic advisor
 - 6. Service as research mentor, if different from above
 - 7. Other service activities
- J. Other Items (potential items may include the following)**
 - 1. New degree, certification, award, honor, citation
 - 2. Memberships in professional societies (related to one's discipline)
 - 3. Offices held in professional societies
 - 4. Recommendation or other letters, etc.

APPLICATION SUMMARY FORM

College/School of _____

1. Name _____
2. Department _____
3. Years at PVAMU _____
4. Highest Degree _____
5. Indicate Current Position Title _____
6. Years in This Position Title _____
7. Request for Promotion to Title _____
8. Percent Effort in Assigned Categories (Must Add to 100%):
 - Teaching _____%
 - Research _____%
 - Service _____%

20.0 RELATED STATUTES, POLICIES, REGULATIONS, AND RULES

This document should be read in conjunction with the following policy/rule documents.

- [System Policy 12.01 Academic Freedom, Responsibility, and Tenure](#)
- [UAP 12.01.99.P0.01 Academic Freedom, Responsibility and Tenure](#)
- [System Regulation 12.01.01 Institutional Rules for Implementing 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 Policy 12.07 Fixed Term Academic Professional Track Faculty](#)
- [UAP 12.07.99.P0.01 Fixed Term Academic Professional Track Faculty](#)
- [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](#)