

LAMAR UNIVERSITY (Form F2.11) TENURE AND/OR PROMOTION RECOMMENDATION FORM

_____ Tenure _____ Promotion to (Circle One): Assistant Professor; Associate Professor; Professor

Name of Faculty Member (Last, First, MI) Highest Earned Degree Year Earned Institution

Present Rank or Title College Department

Initial Appointment at Lamar: Date (MM/YY): _____ Appointment Rank: _____

Credit (in years) for Prior Experience toward: Promotion: _____ Tenure: _____

Full-Time Professional Experience: _____ + _____ + _____ = _____
(Including current academic year) Non-College/University Non-Lamar College/University Lamar Total

Number of Years in Current Rank at Lamar (including current academic year): _____

(T = Tenure, P = Promotion) ACTION OF:	RECOMMENDED	NOT RECOMMENDED	NUMBER OF VOTES (Yes -No - Abstain)	CANDIDATE NOTIFIED ON:
DEPARTMENT COMMITTEE*	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____
DEPARTMENT CHAIR	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____
COLLEGE COMMITTEE	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____
DEAN	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____
UNIVERSITY COMMITTEE	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____
PROVOST	T: _____	T: _____	T: _____	T: _____
	P: _____	P: _____	P: _____	P: _____

* If insufficient faculty of appropriate rank/tenure exist in the department, forward to college committee without recommendation or vote. Letters of support or lack thereof from faculty with appropriate credentials may accompany the form.

Signatures:

Chair, Department Committee Date Chair, College Committee Date

Department Chair Date Dean Date

Chair, University Committee Date Provost Date

President Date

Final Action: _____ Approved _____ Disapproved

LAMAR UNIVERSITY

APPLICATION FOR FACULTY TENURE AND/OR PROMOTION

Name _____ Date _____

Dept. _____

Present Academic Rank _____

SERVICE SUMMARY:

A. Years of full-time Lamar University faculty service as of end of current academic year as:		
Instructor		_____
Assistant Professor		_____
Associate Professor		_____
B. Years of full-time faculty service at other than Lamar University:		
<u>Institution</u>	<u>Rank</u>	<u>Length of Service</u>
C. Credit for prior service: _____ years. [Attach documentation (e.g., offer letter)]		
D. Total years of full-time faculty experience _____.		

DEGREE(S) AND GRADUATE WORK:

A. Degree Summary:		
<u>Degree</u>	<u>Date Awarded</u>	<u>Institution</u>
B. Graduate Hours Completed Beyond Highest Degree: _____		
Institution(s)		

AUTHORIZATION:

I authorize release of personnel and academic records to appropriate bodies in consideration of my application for promotion.

_____/_____
Signature / Date

I. MINIMUM CRITERIA FOR TENURE AND PROMOTION

Criteria for tenure and promotion delineated in the *Faculty Handbook* are listed below, and they represent minimum levels of achievement necessary to be considered. In general, the successful candidate for tenure and/or promotion to a professorial rank will have demonstrated sustained, high quality performance in all three mission areas. Application for tenure will occur in the fall semester of the sixth year of full-time service, taking into consideration any credit for prior service upon hiring (in writing and included in the initial contract). It should be noted that collegiality as it impacts the teaching, research/scholarship/creative activity, service, and student relationships components of a faculty member's responsibilities is a consideration. Note that the criteria for Library faculty are different from other academic faculty, and candidates should consult the pertinent section of the *Faculty Handbook* for details. In addition, the following are the minimum criteria for promotion to the indicated ranks. (For exceptions, see Chapter II, Section 12.9 of the *Faculty Handbook*.)

Instructor

Master's degree from a regionally accredited institution.

Assistant Professor

Doctorate from a regionally accredited institution and promise to develop as a teacher and scholar. In some disciplines for which the doctorate is not the terminal degree or in exceptional circumstances as determined by department faculty, chair, dean, and provost, promotion to this rank may be approved.

Associate Professor

Doctorate/terminal degree from a regionally accredited institution; four years as a full-time assistant professor at Lamar University (i.e., candidate is applying no earlier than the fall of the fourth year of full-time service as an assistant professor); demonstrated proficiency in teaching; recognized scholarly production, research, and professional achievement; and productive participation in college and university affairs. In the fall of the sixth year of full-time service (counting credit for prior service), a faculty member at the rank of assistant professor must be considered and recommended for both tenure and promotion to the rank of associate professor. The personnel committee at each level will vote only on the combined action.

Professor

Doctorate/terminal degree from a regionally accredited institution; six years as a full-time associate professor at Lamar University (i.e., candidate is applying no earlier than the fall of the seventh year of full-time service as an associate professor); superior teaching effectiveness; recognized scholarly production, research, and professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader. **NOTE:** Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7th year as an associate professor) must disclose that fact and include in the essay a justification based upon national/international stature in the discipline.

II. INFORMATION TO BE INCLUDED WITH TENURE AND PROMOTION APPLICATIONS

The following are examples of information which candidates for tenure and promotion might provide as appropriate evidence and documentation for accomplishments in the six categories. Clear distinctions must be made for achievements at the international, national, regional, state, and local levels, as well as whether or not the contributions have been refereed. (Also see departmental guidelines as well as Form F2.08, Appendix IV, Instructions and Comments.)

- A. Teaching Proficiency/Superior Teaching Effectiveness as evidenced by:
 1. Candidate's knowledge and ability to articulate it (personal statement, letters from colleagues, students/former students, administrators)
 2. Creation of instructional materials
 3. Course and curriculum development
 4. Course evaluations, student accomplishments, teaching awards, other documented recognition
 5. Direction of theses (undergraduate, graduate) and dissertations (where applicable)

B. Scholarly Production and/or Research as evidenced by:

1. Publications of books, chapters, articles and creative/professional works (e.g., production of shows, recitals, recordings, musical compositions, performances, set/costume design)
2. Evidence of the quality of research/creative activity
3. Scholarly papers presented at professional conferences

4. Membership in learned societies, offices held
5. Service as commentator, panelist, discussant at professional meetings
6. Evidence of participation in professional development activities
7. Attendance at professional meetings, workshops, seminars, short courses
8. Direction/leadership of seminars, workshops, etc., outside of regular classroom activities
9. Receipt of awards, scholarships, fellowships
10. Attraction of funded research (title, source, amount, period)
11. Participation in non-funded research and scholarship/creative activity

C. Professional Achievement as evidenced by:

1. Recognition via honors, awards, commendations, induction into societies
2. Recognized excellence in professional service (offices, committees, task forces)
3. Community service based upon professional expertise

D. College and University Affairs as evidenced by:

1. Service to college and university via special assignments
2. Service on college and university committees and councils, with emphasis on leadership roles and/or documented, effective contributions
3. Strong, documented contribution to department goals
4. Effective assisting with administrative tasks

E. Student Relationships as evidenced by:

1. Effective participation in mentoring, retention and recruitment activities
2. Evidence of high quality of academic advising
3. Evidence of academic involvement with students outside the classroom setting
4. Sponsorship of student organizations, with emphasis on academic groups

F. Demonstrated Performance as a Leader

1. Service in leadership roles on university and professional bodies
2. Recognition by peers for leadership ability
3. Formal recognition from beyond the university for accomplishments as a leader

G. Other information

Include any other information deemed appropriate in considering this application.

III. FACULTY TENURE AND PROMOTION PROCEDURES

- A. Candidates are obliged to inform themselves of the criteria, policies and procedures for tenure and promotion consideration as listed in the *Faculty Handbook*, on the Academic Affairs website, in the Information Section of this document, and in their department's guidelines.
- B. It is the candidate's responsibility to prepare the Tenure and/or Promotion Dossier (see attached guidelines) and provide any required supporting documents.
- C. It is vital that each candidate present a clear, complete and well-organized dossier. All candidates, but especially those being considered for promotion to Professor, should submit a career file (i.e., information concerning accomplishments during their entire professional career should be included). Candidates should list items in the various categories chronologically for their entire career with a clear indication of those which have occurred "since promotion to or appointment as Associate Professor at Lamar" (for Professor candidates) or "since appointment at Lamar as Assistant Professor" (for Associate Professor candidates).

D. The Tenure and/or Promotion File Format:

1. Each promotion or tenure file may consist of no more than two volumes, the first of which must be in electronic format. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single file is acceptable and both actions indicated on a copy of form F2.11. Separate appendices will not be accepted beyond the department level.

2. **VOLUME I** must be submitted in electronic format on a “jump” drive, with materials organized into virtual sections as indicated below. The applicant's name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly in the submission, and a copy of the home department's/college's most recent tenure and promotion guidelines document must be included in Section C.

Section A will include a current curriculum *vitae*. The candidate may include an essay highlighting special accomplishments in front of the curriculum *vitae*. There must be clear delineation in the *vitae* as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here. **NOTE:** Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7th year as an associate professor) must disclose that fact and include in the essay a justification based upon national/international stature in the discipline.

Section B will consist of evaluative letters originating at the various levels of review (e.g., departmental, school, college). Letters from external reviewers, if appropriate, should be included in this section as well.

Section C will consist of copies of all F2.08 forms since the candidate joined Lamar University if the action is tenure and/or promotion to the ranks of assistant or associate professor. Otherwise, include F2.08 for each year since last promotion. A scanned copy of the most recent departmental/college tenure and promotion guidelines must be included in this section.

Section D will consist of copies of the 2nd and 4th year reviews **only** if the action is tenure.

3. **VOLUME II** will be a standard size, three-ring binder with a spine of **no more than three inches**. The applicant's name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly on both the front cover and spine of the binder. It should contain all supporting documentation and be divided into four sections. The method of presentation of this material is left to the discretion of the candidate, but care should be taken to ensure that it can be handled easily by persons involved in the evaluation process. In addition, a copy of the form F2.11 with the heading completed (i.e., through the item, “Number of Years in Current Rank at Lamar University”) must be placed in the front pocket of the binder or with holes punched in it and included at the beginning. This form is available online at:

<http://facultystaff.lamar.edu/academic-affairs/forms/index.html>

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since appointed or since the last promotion. Additional student evaluations, student comments, description of and results other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional materials developed, description of special contributions made to course/curriculum development, etc., may be included.

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, copy of cover pages of book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc.

Section C - SERVICE. This section will include a summary of university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions.

Section D - STUDENT RELATIONSHIPS. This section will include a description of advising undergraduates and graduate students, direction of thesis, dissertations, and undergraduate research, involvement with student organizations, along with documentation of the quality and effectiveness of these activities.

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