

# **Texas Southern University**

**Division of Academic Affairs and Research**

**Office of the Provost**

## **Guidelines for Organizing the Promotion and Tenure Portfolio**

**2014-2015**

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## Promotion and Tenure Timeline 2014-2015

**October 3, 2014:** Each candidate shall submit documentation in support of his/her request for tenure and/or promotion to the department chairperson who will make the dossiers available to the department's Rank, Tenure and Promotion (RTP) Committee, while commencing his/her own independent review of all dossiers.

**October 24, 2014:** The unit or department RTP Committee shall render a recommendation and notify in writing the candidate and the department chair.

**October 29, 2014:** If the unit or departmental RTP Committee renders a negative recommendation, the candidate shall have the option to submit a written appeal to the unit or departmental RTP Committee within three (3) business days.

**November 5, 2014:** The departmental RTP Committee shall respond to the appeal within five (5) business days and notify in writing the candidate and the department chair.

**November 7, 2014:** The department chair shall in writing make a recommendation to the dean with a copy to the faculty member and the departmental RTP Committee, setting forth in detail the basis of his/her recommendation.

**November 12, 2014:** If the department chair's recommendation is negative, the candidate shall have the option to submit a written appeal to the chair within three (3) business days.

**November 17, 2014:** The department chair shall respond to the appeal within three (3) business days and notify in writing the candidate, with a copy to the departmental RTP Committee and the dean.

**December 9, 2014:** The college/school RTP Committee shall render a recommendation and notify in writing the candidate, with a copy to the department chair and the dean.

**December 12, 2014:** If the college/school RTP Committee renders a negative recommendation, the candidate shall have the option to submit a written appeal to the college/school RTP Committee within three (3) business days.

**December 19, 2014:** The college/school RTP shall respond to the appeal within five (5) business days and notify in writing the candidate, with a copy to the department chair and the dean.

**January 12, 2015:** The dean shall render a recommendation and notify the candidate in writing, with a copy to the college/school RTP Committee and the department chair.

**January 15, 2015:** If the dean's recommendation is negative, the candidate shall have the option to submit a written appeal to the dean within three (3) business days.

**January 22, 2015:** The dean shall respond to the appeal within five (5) business days and notify in writing the candidate, the college/school RTP Committee, and the department chair.

**January 26, 2015:** The dean shall forward all dossiers to the Office of the Provost through the Associate Provost in the RJT Library, Lower Level, Thomas F Freeman Honors College, where a receipt will be provided for all dossiers deposited.

**February 27, 2015:** The provost shall render a recommendation and notify the candidate in writing, with a copy to the dean.

**March 6, 2015:** The provost shall forward to the president all decisions favorable to the faculty member.

**March 6, 2015:** The provost shall submit all unfavorable decisions to the University, Rank, Tenure, Promotion and Salary (URTP&S) Committee, upon the request of the faculty. The URTP&S Committee shall have thirty (30) days to complete the hearing.

**April 10, 2015:** The provost will submit final recommendations to the president along with the findings and recommendations of the URTP&S Committee.

**May 1, 2015:** The president shall render a decision, upon receipt of the recommendation from the provost and, where appropriate, the URTP&S Committee.

**May 29, 2015:** The president shall submit letters of termination to all faculty denied tenure.

**June 12, 2015 (tentatively):** The president shall report on promotion and tenure cases to the TSU Board of Regents.

**September 1, 2015:** Tenure and promotion decisions become effective.

## **Review Process**

### **Newly Approved Rank, Tenure and Promotion Appeals Process at Every Level of Review**

**2014 *Faculty Manual*: 4:3 (p. 30)**

- G. Right to appeal in the academic units: At the levels of the department's Rank, Tenure and Promotion Committee, the department chair, the school/college Rank, Tenure and Promotion Committee, and the dean, a denied faculty member shall be allowed a one-time reconsideration of the decision before the recommendation moves up to the next level of review. All decisions at all levels of consideration or review shall be based solely upon the record as a whole. A faculty member has the right to review the record to ensure that it is complete for review by the provost. All decisions at all levels shall be communicated to the faculty member in writing in a timely fashion. All decisions that are adverse to the faculty member concerned shall set forth fully the basis of the decision.

### **Departmental Review:**

Departmental Rank, Tenure and Promotion (RTP) Committees are responsible for reviewing all persons eligible for promotion and/or tenure whose files (including a letter of appointment) have been submitted to the department chairs. RTP Committees are responsible for reviewing and writing a detailed report that assesses the candidate's scholarly/creative activities, teaching, and service. Using the RTP Report, the departmental committee will write a letter of justification of its (positive or negative) recommendations. The departmental RTP Committee's letter should include the names (as well as rank and tenure status) of the committee members who participated in the review process as well as the actual vote tally (pros and cons) of members present during a secret ballot. Additionally, the vote tally will be listed on the Face Sheet accompanying the portfolio. The RTP Committee will notify the candidate of the recommendation, with a copy to the department chair.

### **Appeals Process at the Level of the Departmental Rank, Tenure and Promotion Committee:**

If a candidate receives a negative vote from the departmental RTP Committee, the candidate has an option within three (3) business days from the dated (electronically stamped) recommendation provided by the RTP Committee to submit a written appeal to the RTP Committee, a copy of which will be added to the dossier. The departmental RTP Committee will reconvene within five (5) business days from the dated written appeal to review the appeal and, if persuaded by the appeal, may choose to amend the recommendation. Both the initial recommendation and the amended recommendation will be included in

the dossier and forwarded to the department chairperson along with a notification to the candidate.

Department chairs are responsible for conducting an independent review. If the department has no Promotion and Tenure Committee, the department chairs will take on the responsibility of writing a detailed P&T Report (as described above), from which the chairperson will draw to write a letter explaining expectations of the candidate and offer a comprehensive evaluation of the candidate. The letter from the chair should address the strengths and weaknesses of the candidate. Letters containing negative recommendations should identify/state reasons and specify areas of weakness that justify the negative recommendation. Justification for each recommendation should be clearly and fully stated. The letter from the chair should not be a mere summary of the letter from the departmental review committee or a summary of the candidate's evaluation of himself/herself but should examine the merits of each individual case. The department chair will notify the candidate of its recommendation in writing, with a copy to the departmental RTP Committee and the dean.

#### **Appeals Process at the Level of the Department Chairperson:**

If a candidate receives a negative vote from the department chairperson, the candidate has the option within three (3) business days from the dated (electronically stamped) recommendation to submit a written appeal to the department chairperson, a copy of which will be added to the dossier. The department chairperson will respond to the appeal within three (3) business days from the dated (electronically stamped) written appeal and, if persuaded by the appeal, may choose to amend his/her recommendation.

The chairperson is responsible for notifying in writing the candidate and the departmental RTP Committee of his/her decision and is responsible for forwarding to the dean the committee's P&T Report, letters, votes, and the chair's independent review/letter and any appeals documentation.

#### **College/School Review:**

College/School RTP Committees are responsible for reviewing all persons eligible for promotion and/or tenure whose files (including letter of appointment) have been forwarded to the deans. Using the departmental committee's RTP Report and letter(s) and the department chair's letter, the College/School RTP Committee reviews the full dossier and submits a detailed letter outlining the strengths and weaknesses of each individual candidate. If the recommendation is negative, the college/school committee will give specific reasons to justify the recommendation. The college/school RTP Committee letter

should include the names (as well as rank and tenure status) of the members who participated in the review as well as the actual vote tally (pros and cons) of members present during a secret ballot. The college/school RTP Committee will notify the candidate of its recommendation, with a copy to the department chair and dean.

**Appeals Process at the Level of the College/School Rank, Tenure and Promotion Committee:**

If a candidate receives a negative vote from the college/school RTP Committee, the candidate has three (3) business days from the dated (electronically stamped) recommendation provided by the college/school RTP to submit a written appeal to the RTP Committee, a copy of which will be added to the dossier. The college/school RTP Committee will reconvene within five (5) business days from the dated (electronically stamped) written appeal to review the appeal and, if persuaded by the appeal, may choose to amend the recommendation. The college/school RTP Committee shall respond in writing to the candidate and forward a copy to the department chair and dean. Both the initial recommendation and the amended recommendation, where appropriate, will be included in the dossier and forwarded to the dean.

**Dean's Review**


Deans are responsible for evaluating each application and writing independent recommendations. Justification for each recommendation, either positive or negative, should be clearly stated, with a letter sent to the candidate (and a copy to the department chair and the college/school RTP committee) explaining the recommendation.

**Appeals Process at the Level of the Dean:**

If a candidate receives a negative vote from the dean, the candidate has the option within three (3) business days from the dated (electronically stamped) recommendation to submit a written appeal to the dean, a copy of which will be added to the dossier. The dean will respond to the appeal within five (5) business days from the dated (electronically stamped) written appeal and, if persuaded by the appeal, may choose to amend his/her recommendation and communicate to the candidate in writing (with a copy to the college/school RTP Committee and the department chair), a copy of which will be included in the dossier.

The dean is responsible for forwarding the complete dossier to the provost, ensuring that all votes, reviews/reports, and letters, including all appeals documents from the department and college/school, are included in the portfolios.

**The dean will submit the final three copies of the candidate's dossier, including all appeals and responses, to the Office of the Associate Provost (RJT Library, Lower Level, Thomas F. Freeman Honors College)**



## **Provost's Review**

The Office of the Provost conducts an independent review and informs each candidate of his/her decision. In the event of a negative recommendation, candidates may ask for reconsideration of the provost's decisions by requesting a hearing with the University Rank, Tenure, Promotion, and Salary Committee (URTP&S).

After any reconsideration, the provost makes recommendations and provides justifications to the president as well as forwards the recommendation of the URTP&S to the president. The president reviews those recommendations, makes promotion and/or tenure decisions, and reports final administrative decisions to the Board of Regents. The promotion and tenure actions take effect on September 1 of the following academic year.



## **Organizing the Portfolio**

Individual faculty members who wish to be considered for promotion and/or tenure will submit **an original dossier and two copies for a total of three (3) binders, which should not exceed three-inches each**. The dossiers should include selected Xeroxed copies of materials that best document the faculty member's achievements in teaching and scholarly/creative activities. **For service**, faculty should **include a list only** of accomplishments in the CV. The binders should not include extraneous materials, such as actual conference badges or ribbons, transcripts, certificates, etc.

Faculty members should include easily identified tabs to correspond to the organizational chart outlined in the P&T Guidelines. Materials should be uniformly submitted: printed single-sided, on 8 1/2 x 11-inch paper, 12-point font, Times New Roman, and assembled in the order specified.

### **I. Face Sheet and Portfolio Checklist**

The Face Sheet and the Portfolio Checklist are to be completed by the candidate, but it is the responsibility of the chairperson and dean to verify the accuracy of the forms. Both forms must be signed by department chairs and deans and must accompany each set of materials sent forward.

### **II. RTP Reports and Letters**

The final dossier should include the following: the department's RTP Report and letter(s) to the department chair as described under "Review Process"; the chair's letter(s); the college committee's RTP Report if a departmental RTP Report is not available or if the candidate's file bypasses the department because of insufficient faculty members in rank or because the candidate also serves as the chair; college/school committee's letter(s) to the dean; letter(s) from the chair to the dean; letter(s) from the dean to the provost; appointment and/or promotion letter(s); copies of annual probationary reviews, if available.

### **III. Candidate's Statement**

The candidate should include a brief statement of approximately three, double-spaced pages, which highlights his/her overall academic accomplishments in teaching, scholarly/creative activities, and service.

#### IV. *Curriculum Vitae* (Standardized Format for *Curriculum Vitae*)

Candidate shall format the *Curriculum Vitae* to include the following A-Z categories:

- A) Name
- B) College or School
- C) Department
- D) Date and Rank of First Appointment
- E) Secondary Appointment(s) (if any)
- F) Years Granted Toward Tenure at Time of Employment
- G) Current Rank H) Date of Current Rank
- I) Date of Tenure (if held)
- J) Proposed Action
  - 1) conferral of tenure, and/or
  - 2) rank of proposed promotion
- K) Years of Academic Service
- L) Whether or not degree is terminal (with explanation if degree is not a doctorate)
- M) Schools Attended: dates
- N) Degrees Earned: fields, dates
- O) Special Training Programs: fields, dates
- P) Field(s) of Interest
  - 1) Teaching
  - 2) Research
- Q) Professional Employment: appointment, institution, dates
- R) Consultantships and Professional Services: dates
- S) Organizations: memberships and offices held, dates
- T) Fellowships and Honors: dates
- U) Awards and Prizes: dates
- V) Grants: dates, amounts, whether approved and/or funded, candidate's level of participation, and whether or not Principal Investigator
- W) Scholarship
  - 1) Publications and Presentations with complete citations (MLA or Chicago Manual of Style, etc.): by category, most recent first.
    - (a) Books or Monographs
    - (b) Articles
    - (c) Reviews of candidate's scholarly/creative works
    - (d) Abstracts and Scholarly Papers
    - (e) Artistic Exhibits (group, invited, one-person) and Performances (directed, written, performed)
    - (f) Other—In cases of multiple authorships, the candidate's level of participation should be indicated.
  - 2) Other achievements in the area of scholarship X) Teaching (classroom, graduate and professional):

- 1) Load and level by year since coming to Texas Southern University
- 2) Other contributions to the area of teaching
- X) Teaching (Classroom, graduate, and professional):
  - 1. Load and level by year since coming to Texas Southern University
  - 2. Other contributions to the area of teaching
- Y) Graduate contributions—Theses and Dissertations:  
Names of students, titles of project, and dates.
- Z) Service to the University, the Profession and the Community: activity, dates

## **V. Evidence of achievement in Scholarly/Creative Activities, Teaching, and Service**

Note: In the following section, the candidate should create sections/tabs to designate teaching, scholarly/creative activities, and service, while inserting Xeroxed copies of supporting materials for teaching and scholarly/creative activities only. **No supporting materials are required for service; candidates are to provide a listing only.**

### **A. Teaching and Student Learning**

Documentation in this section includes evidence of a commitment to teaching and learning, including the following:

#### **1. Teaching evaluation data and any existing peer evaluation of teaching**

The candidate's portfolio will include all teaching evaluations available since the appointment or last promotion, and these evaluations are to be sorted by semester and course.

#### **2. Course Development and/or Revision**

This section may contain sample course syllabi, pedagogy grant proposals, proposals for Internet teaching or distance learning, brief descriptions of projects involving student research or creativity. Additionally, this section may also include evidence of program development, such as documentation of efforts regarding student recruitment, advising, retention and efforts to foster interdisciplinary projects.

- 3. Evidence that Suggests Learning Beyond the Classroom** Candidates may submit evidence of students' success, including proof of helping students who have won awards or internships, and other evidence that the candidate contributed to student learning. Teaching excellence awards, evidence of internationalizing the curriculum, and recruiting quality students should also be documented in this section.

## **B. Scholarly/Creative Activities**

- 1. Scholarly/Creative Work:** Selected/Excerpted Xeroxed copies of completed/published works should appear in the following order: books, monographs, journal articles (refereed journals should be marked with an asterisk), refereed proceedings, book chapters, other papers, juried exhibits, shows, recitals, awards, etc. Within each of these sections, the citations should be listed in reverse chronological order (starting with the most recent). Articles should be cited using the discipline's style sheet (e.g., MLA or Chicago Manual of Style, etc.) and should include the exact title, number of pages, and the names of any co-authors in the order in which they appeared in print. Citations of creative presentations should be listed as they appear on public announcements. For exhibits, shows, recitals, etc., the information forwarded must include the dates and nature of the event(s). Xeroxed copies of programs and reviews, if any, of each creative activity are also desirable. Works actually in press as well as works accepted or under review are to be listed below (as a separate category).
- 2. Manuscripts (book-length or articles)**  
**Accepted for Publication:**  
Include works in press as well as works accepted for publication. Provide letters from publisher(s).
- 3. Reviews:** Published reviews of candidate's scholarly/creative activities.
- 4. Funded Grants and Contracts:** Candidates should provide thorough information on all funded

grants and contracts, including dollar amounts and dates.

5. **Major Work(s) in Progress:** The information provided here should comment on the nature of the work(s) and identify anticipated date of completion, and list of possible publisher or date of public release.
6. **Other Indicators of Scholarly/Creative Contributions:** Candidates should include a listing of international, national, regional, and local scholarly/creative presentations and listings of technical reports, etc.

### C. Service

The candidate should not include physical evidence, such as conference brochures, badges, ribbons, Xeroxed copies of programs, certificates, transcripts, etc. **No proof is necessary.** The candidate should provide a **complete listing only** for the categories below.

1. Service to the department, college, and university: List committee memberships, administrative roles, and other contributions to the University.
2. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations.
3. Service to the Community or Public: Document public involvement that is related to the candidate's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, and consultations with private organizations, etc.

**Portfolio Checklist**  
**2014-2015**

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

**(PLEASE CHECK THOSE ITEMS THAT ARE  
FORWARDED IN EACH CANDIDATE'S PORTFOLIO.)**

I. \_\_\_\_\_ FACE SHEET (one with each portfolio)

**II. LETTERS and REPORTS**

**Note: Letters and reports should be placed individually in  
sheet protectors in the front section of the binder and not  
loosely attached in the jacket pockets of the binders.**

\_\_\_\_\_ Dean's letter(s), including a statement of expectations and  
justification for recommendation

\_\_\_\_\_ Appeal documentation at the dean's level, if applicable

\_\_\_\_\_ College/School RTP Committee's letter(s) explaining the  
recommendation, although an RTP Report will be necessary if one is  
not available at the department level

\_\_\_\_\_ Appeal documentation at the college/school RTP Committee  
level, if applicable

\_\_\_\_\_ Department Chair's letter(s), including a statement of  
expectations and justification for recommendation

\_\_\_\_\_ Appeal documentation at the department chair's level, if  
applicable

\_\_\_\_\_ Departmental RTP Committee's letter(s) explaining the  
recommendation along with an RTP Report, namely a detailed  
evaluation of the candidate's research/scholarship, teaching and  
service report

\_\_\_\_\_ Appeal documentation at the departmental RTP Committee  
level, if applicable

\_\_\_\_\_ Texas Southern University appointment and/or promotion  
letter(s)

\_\_\_\_\_ Copies of candidate's annual probationary reviews, if available;

III. \_\_\_\_\_ **CANDIDATE'S STATEMENT** of accomplishments in teaching and student learning, scholarship/research, creative activities, and academic and public service (three double-spaced pages in length)

IV. \_\_\_\_\_ **CANDIDATE'S CURRICULUM VITAE**  
(standardized A-Z format)

V. \_\_\_\_\_ **EVIDENCE OF ACHIEVEMENTS IN  
SCHOLARLY/CREATIVE ACTIVITIES,  
TEACHING, AND SERVICE.**

**Note: Supporting documentation in the form of Xeroxed copies of selected materials should appear after each designated category or corresponding number.**

**A. TEACHING AND STUDENT LEARNING**

1. \_\_\_\_\_ All teaching evaluations since appointment or last promotion and, if available, peer teaching evaluations;
2. \_\_\_\_\_ Course development and/or revision;
3. \_\_\_\_\_ Evidence that suggests learning beyond the classroom.

**B. SCHOLARSHIP AND CREATIVE ACTIVITIES**

1. \_\_\_\_\_ Arrange selected Xeroxed copies of work in the following order: books, monographs, articles (refereed articles marked with an asterisk), juried exhibits, shows, recitals, etc. Full copies of books, manuals, technical reports or their originals should be provided to the departmental P&T Committee for the creation of the department's P&T Report and to the department chair for an independent review. Photocopies of originals should also be forwarded to the college P&T Committee, and then to the dean before going to the provost.
2. \_\_\_\_\_ Book-length manuscripts and articles accepted for publication
3. \_\_\_\_\_ Published reviews of candidate's scholarly/creative activities
4. \_\_\_\_\_ Funded grants and contracts, including dollar amounts and dates

5. \_\_\_\_\_ Major works in progress but not yet accepted for publication
6. \_\_\_\_\_ Other indicators of research/scholarship/creative contributions (scholarly presentations, other publications, editorial work, published courseware, citations, technical reports, etc.)

**C. SERVICE (List the service record without providing supplemental evidence. No proof is necessary.)**

1. \_\_\_\_\_ Department, College/School, and University
2. \_\_\_\_\_ Profession/Academic Discipline
3. \_\_\_\_\_ Community/Public

**Signatures Required:**

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date



**FACE SHEET**

**Name:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Action(s) requested:**

\_\_\_\_\_ Promotion to Full Professor

\_\_\_\_\_ Promotion to Associate Professor

\_\_\_\_\_ Tenure

**Present Status:**

a. Professor \_\_\_\_\_ Associate \_\_\_\_\_ Assistant \_\_\_\_\_

b. Tenured: Yes \_\_\_\_\_ No \_\_\_\_\_

c. Prior non-Texas Southern University teaching experience credited to probationary period \_\_\_\_\_

d. Initial Texas Southern University appointment, including a copy of original letter of appointment.

Rank (at the time of appointment) \_\_\_\_\_

Date (at the time of appointment) \_\_\_\_\_

e. Years in present rank at Texas Southern University, including present year:

\_\_\_\_\_

**Department and College Recommendations (with vote tallies based on secret ballot):**

	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>
a. Department Committee	Initial _____	_____	_____
	Appeal _____	_____	_____
b. Department Chair	Initial _____	_____	_____
	Appeal _____	_____	_____
c. College Committee	Initial _____	_____	_____
	Appeal _____	_____	_____
d. College Dean	Initial _____	_____	
	Appeal _____	_____	

**Signatures Required:**

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Department Chair

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Date

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Dean

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Date