
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs
AREA: Faculty

MAPP 02.02.33

Promotion from Instructor to Assistant Professor

I. POLICY

- A. This policy establishes and describes the procedures for promotion from Instructor to Assistant Professor at Lamar University (LU).

II. PURPOSE AND SCOPE

- A. This policy is intended to ensure the consistent application of standards and equity for all Instructors who choose to pursue promotion to a tenure-track faculty position of Assistant Professor.
- B. This policy applies to individuals who hold the title of Instructor in their role as members of the University's regular, full-time faculty. This policy does not apply to individuals who hold the title of Clinical Instructor.
- C. This policy shall comply with the policies and procedures set forth in Chapter V, Paragraph 4 of The Texas State University System *Rules and Regulations* (hereafter, *Rules and Regulations*). In the event of a contradiction between this policy and the *Rules and Regulations*, the *Rules and Regulations* shall supersede.

III. TERMS AND CONDITIONS

- A. **Promotion.** Faculty at LU may be promoted to the rank of Assistant Professor, Associate Professor, or Professor. Promotion to Assistant Professor, Associate Professor, or Professor is not granted automatically or with length of service. Promotion to Associate Professor occurs in conjunction with the awarding of tenure. A faculty member cannot be promoted to the rank of Associate Professor without being granted tenure.
- B. **Tenure.** Tenure denotes a status of continued employment as a member of the LU faculty, unless dismissed for good cause in accordance with the provisions stated in Chapter V, Subparagraph 4.5 of the *Rules and Regulations*. Tenure is not granted automatically or with length of service. It is granted to LU faculty after a rigorous probationary period in which tenure-track faculty demonstrate sustained, high-quality performance in the three mission areas: teaching, research/creative activities, and service. The award of tenure shall confer upon the faculty

member certain rights which he or she would not possess if the decision to award tenure were not made. Tenured faculty can expect those privileges customarily associated with tenure at Lamar University. As stated in *Rules and Regulations*, Chapter V, Subparagraph 4.21, "Such privileges include a suitable office and workspace, serving as a principal investigator and conducting of research, teaching classes, and participating in faculty governance. However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment." Only members of the LU faculty with the rank of Associate Professor or Professor may be granted tenure.

- C. **Discretionary Nature of Promotion.** As stated in *Rules and Regulations*, Chapter V, Subparagraph 4.31, "The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest, and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future."

IV. PROFESSORIAL RANKS

- A. LU shall utilize the following professorial ranks for tenure-track and tenured faculty: Assistant Professor, Associate Professor, and Professor. A doctoral degree or recognized terminal degree is required for all tenure-track/tenured professorial ranks.

V. DOCTORAL AND RECOGNIZED TERMINAL DEGREES

- A. An earned terminal doctoral degree from a regionally accredited institution of higher education is the educational standard for initial appointment or promotion beyond the rank of Instructor. However, Academic Affairs Council recognizes an earned terminal master's degree as equivalent to a doctoral degree for appointment and promotion standards in some disciplines. Academic Affairs Council is responsible for establishing the status of all accredited degrees in the disciplines with a terminal master's degree. Employees must have a Documentation of Qualifications (DOQ) form on file which provides supporting documentation and rationale for each faculty member's education and expertise in the field.
- B. **Terminal Master's Degrees Defined.** A 60-hour terminal master's degree or an equivalent 30- to 45-hour master's degree with a minimum of 30 graduate credit hours in the teaching field. The Dean of the discipline's college and the Chair of the discipline's department will determine the acceptability of additional degrees/equivalents.

- C. **Current Terminal Master's at LU.** Academic Affairs Council currently recognizes the following terminal master's degrees as equivalent to the doctoral degree requirement in appointment or promotion to the ranks of Assistant Professor, Associate Professor, and Professor. NOTE: While doctoral degrees are available in some of the disciplines below, the terminal master's is widely accepted in these disciplines as the terminal degree.
1. Art/Studio Art/Graphic Design, Master of Fine Arts (MFA)
 2. Creative Writing, Master of Fine Arts (MFA)
 3. Juris Doctorate (JD)
 4. Library Science, Master of Library Science (MLS) or equivalent from an ALA-accredited institution
 5. Musical Theatre, Master of Fine Arts (MFA)
 6. Social Work, Master of Social Work (MSW)
 7. Theater/Dance/Theater and Dance, Master of Fine Arts (MFA)
 8. Television and Film Production (MFA)

VI. CRITERIA AND STANDARDS OF PERFORMANCE FOR PROMOTION

- A. Faculty members employed at the rank of Instructor are expected to:
1. teach and pursue professional development opportunities that enhance instructional effectiveness,
 2. participate in department service activities, and
 3. engage in other duties as assigned.
- B. Faculty members employed at the rank of Instructor generally do not have research and/or creative activity expectations.
- C. Minimum requirements and expectations necessary to be eligible for promotion to the rank of Assistant Professor include: an earned doctoral or terminal degree from a regionally accredited institution of higher education; four years of service as a full-time Instructor at LU; and, sustained, high-level proficiency in teaching.
- D. It shall be the responsibility of the faculty applicant to meet or exceed the minimum requirements and expectations necessary to be eligible for promotion to Assistant Professor. Such eligibility shall not entitle the faculty applicant to a promotion.

VII. PROCEDURES

- A. **Initiate application for Promotion:** A faculty member, Department Chair, or Dean (with the prior written approval of the faculty member) may initiate a documented application for promotion consideration when the candidate believes he/she/they has met the standards for promotion to Assistant Professor. Faculty members applying for promotion to Assistant Professor must prepare a **promotion dossier**. The promotion dossier must be submitted electronically in Watermark. Each tenure and/or promotion dossier shall consist of:

1. **Current curriculum vitae.** A copy of a current curriculum vitae must be submitted. The candidate may include an essay of no more than three (3) double-spaced pages highlighting special accomplishments listed on the curriculum vitae.
 2. **Signed F2.08 forms.** Copies of all signed F2.08 forms that pertain to the period of review must be submitted.
 3. **Evidence of effectiveness and documented accomplishments in teaching and service.**
 - a. Evidence of effectiveness and documented accomplishments in teaching and service may be demonstrated through a variety of activities including, but not limited to, those listed below.
 - i. **Teaching**
 - a) Candidate's knowledge and ability to articulate it (personal statement, letters from colleagues, students/former students, administrators)
 - b) Creation of instructional materials
 - c) Course and curriculum development
 - d) Course evaluations, student accomplishments, teaching awards, other documented recognition
 - e) Evidence of academic involvement with students outside the classroom setting
 - ii. **Service**
 - a) Service to the department via special assignments
 - b) Strong, documented contribution to department goals
 - c) Effective assisting with administrative tasks
 - d) Recognition via honors, awards, commendations, induction into societies
 - e) Recognized excellence in professional service (offices, committees, task forces)
 - f) Membership in learned societies, offices held
 - g) Service as commentator, panelist, discussant at professional meetings
 - h) Community service based upon professional expertise
 - i) Recognition by peers for service and/or leadership ability
 - j) Formal recognition from beyond the university for accomplishments
 - k) Effective participation in engagement, retention, and recruitment activities
 - b. Claims of accomplishment, excellence, or distinction in teaching or service must be clearly referenced and documented. False claims shall result in disciplinary actions up to and including termination.
- B. A faculty applicant will not be able to modify or add content to his/her/their dossier in Watermark after the first Monday in October (see Section IX. Annual Promotion Schedule).

- C. A faculty applicant will have viewable access to his/her/their dossier in Watermark for the full duration of the tenure and/or promotion process.
- D. **Department Personnel Committee:** The Department Personnel Committee shall study and consider each file and vote via secret ballot on a recommendation for or against promotion. All Department Personnel Committee members must be present to vote unless on approved leave. The chair of the Department Personnel Committee shall write and upload a letter denoting the committee's recommendation. Then, the Department Chair will be notified and instructed to begin his/her/their review. All Department Personnel Committee discussions during review of promotion dossiers shall remain confidential unless precluded by law, court order, or *Rules and Regulations*.
- E. **Department Chair's Review and Recommendation:** The Department Chair shall study and consider each application, write and upload a letter recommending that the candidate either be promoted or not promoted. Then, the Dean of the college will be notified and instructed to begin his/her/their review.
- F. **Dean's Review and Recommendation:** The next step in the process shall be for the Dean of the college to study and consider each file and make a recommendation to promote or not to promote the candidate. Then, the Dean shall write and upload a letter indicating his/her/their recommendation. Then, the Provost will be notified and instructed to begin his/her/their review.
- G. **Provost's Review and Recommendation:** All files and recommendations shall be studied and considered by the Provost, who shall recommend to promote or not to promote each applicant. The Provost shall write and upload a letter for each candidate indicating his/her/their recommendation. Then, the President will be notified and instructed to begin his/her/their review.
- H. **President's Review and Recommendation:** The President, after reviewing all pertinent information, shall make a recommendation to promote or not to promote each candidate. The President shall assemble a slate of candidates recommended for promotion and present the slate as a personnel agenda item to The Texas State University System Board of Regents for consideration and final action. The legal authority for faculty promotion rests with the Board. All promotions, including the granting of tenure, are subject to the approval of the Chancellor and the Board of Regents (see *Rules and Regulations*, Chapter V, Subparagraphs 4.2 and 4.3). The decision to promote is usually made at the Board of Regents meeting in May and becomes effective with the start of the next academic year.
- I. **Appellate Procedures in Promotion.** A candidate who has been notified in writing that he/she/they is not recommended for promotion to Assistant Professor may request, in writing, that his/her/their portfolio advance to the next level of review as a rebuttal of the lower level's recommendation. An applicant requesting that a recommendation at any level in the review process between the Department Personnel Committee Review and the Dean's Review be reconsidered must do so, in writing, within fifteen (15) calendar days after receiving written notification of the recommendation. The written request shall go to the next higher academic administrator in the review process. The candidate, any personnel committee member, and/or

any administrator in the line of review may attach to the application a written rebuttal to any negative recommendation (i.e., a recommendation not to promote).

VIII. PRIOR CREDIT TOWARD TENURE

- A. Approval to count any of the time spent in the rank of Instructor as prior service toward tenure must be approved, in writing, by the Department Chair, College Dean, and Provost prior to initiation of the promotion process.

IX. ANNUAL PROMOTION SCHEDULE

Date	Procedures
2 nd Monday in September	<i>Deadline:</i> Provost’s Office must be made aware of all faculty candidates seeking promotion.
1 st Monday in October	Dossier for promotion due in Watermark to Department Personnel Committee (through Department Chair).
3 rd Monday in October	Department Personnel Committee’s recommendation submitted to Department Chair.
3 rd Monday in November	Department Chair’s recommendation submitted to Dean of the College.
2 nd Monday in December	Recommendation from Dean of College submitted to Provost.
4 th Monday in February	Recommendation from Provost submitted to President.

X. REVIEW SCHEDULE AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

XI. APPROVAL

Dr. Brett Welch	10/15/2024
Interim Provost and Vice President for Academic Affairs	Date
Dr. Jaime Taylor	10/15/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	04/04/2024	Policy draft completed.
	04/15/24 – 05/08/24	Reviews by constituency groups completed.
	05/13/24 – 06/13/24	Review by campus community completed.
	06/17/2024	Policy approved by President.
2	10/14/2024	Television and Film Production added as a recognized MFA degree; references to F2.11 form in Section VII were Removed; annual promotion schedule added (Section IX).
	10/15/2024	Updated policy approved by President.