LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs **MAPP 02.02.27**
AREA: Faculty

Tenure and Promotion of Tenure-track and Tenured Non-library Faculty

I. PURPOSE AND SCOPE

A. The purpose of this policy is to establish and describe the procedures for tenure and promotion for tenure-track and tenured non-library faculty at Lamar University (LU).

B. This policy is intended to ensure the consistent application of standards and equity for all tenure-track and tenured faculty members with respect to tenure and promotion.

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.

II. TERMS AND CONDITIONS

A. **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.

1. **Denial of Tenure**. As per *Rules and Regulations*, Chapter V, Subparagraph 4.27, faculty members who have been denied tenure shall be notified "that the subsequent academic year will be the terminal year of appointment." Moreover, faculty members who have not been

granted tenure "shall not be entitled to a statement of the reasons upon which the decision for such action is based." Faculty members who have been denied tenure shall have the right to present a grievance (see *Rules and Regulations*, Chapter V, Subparagraph 4.4).

B. **Promotion**. Faculty at LU may be promoted to the rank of Assistant Professor, Associate Professor, or Professor. The policy and procedures for promotion to Assistant Professor are detailed in MAPP 02.02.33 (Promotion from Instructor to Assistant Professor). Promotion to 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.

1. **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."

III. 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.

IV. 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 30-45 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)

D. **Performance Standards for Exceptions to Recognized Terminal Degrees**. All faculty candidates who present degrees as exceptions to the terminal degree policy must meet the following documented performance standards: superior teaching effectiveness; recognized scholarly production, research and professional achievement; and productive participation in college and university affairs. Such candidates shall have a special obligation to demonstrate superior performance in scholarly and/or creative production.

V. CATEGORIES OF PERFORMANCE

A. Categories of performance considered for tenure and/or promotion of faculty members shall be teaching, research and/or creative activities, and service. Performance within these three categories may be demonstrated through a variety of activities including, but not limited to, those listed below.

1. 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) Direction of theses (undergraduate, graduate) and dissertations (where applicable)
    f) Evidence of academic involvement with students outside the classroom setting

2. Research and/or Creative Activities
    a) Publications of books, chapters, articles, and creative/professional works (e.g., production of shows, recitals, recordings, musical compositions, performances, set/costume design)
    b) Evidence of the quality of research/creative activity
    c) Scholarly papers presented at professional conferences
    d) Evidence of participation in professional development activities

e) Attendance at professional meetings, workshops, seminars, short courses, certifications
f) Direction/leadership of seminars, workshops, etc., outside of regular classroom activities
g) Receipt of awards, scholarships, fellowships
h) Attraction of funded research (title, source, amount, period)
i) Participation in non-funded research and scholarship/creative activity
j) Involvement of students in research and/or creative activities

3. Service
   a) Service to college and university via special assignments
   b) Service on college and university committees and councils, with emphasis on leadership roles and/or documented, effective contributions
   c) Strong, documented contribution to department goals
   d) Effective assisting with administrative tasks
   e) Evidence of high quality of academic advising
   f) Sponsorship of student organizations, with emphasis on academic groups
   g) Recognition via honors, awards, commendations, induction into societies
   h) Recognized excellence in professional service (offices, committees, task forces)
   i) Membership in learned societies, offices held
   j) Service as commentator, panelist, discussant at professional meetings
   k) Community service based upon professional expertise
   l) Service and/or leadership roles in university and professional bodies
   m) Recognition by peers for service and/or leadership ability
   n) Formal recognition from beyond the university for accomplishments
   o) Effective participation in engagement, retention, and recruitment activities

B. Claims of accomplishment, excellence, or distinction in any category of performance must be clearly referenced and documented. False claims shall result in disciplinary actions up to and including termination.

VI. STANDARDS OF PERFORMANCE

A. Standards of performance for an award of tenure and/or promotion shall align with the general expectations and performance standards for tenure and promotion established by the tenured/tenure-track faculty at the department or college level for each of the three areas listed in Section V. Additionally, faculty applicants shall demonstrate the likelihood of continuing a sustained pattern of achievement and high-quality effectiveness in teaching, research and/or creative activities, and service.

B. Department- and/or college-level requirements relating to categories and standards of performance for tenure and promotion must be approved and on file with the Office of the Provost.

C. All department- and/or college-level tenure and promotion guidelines shall be posted and made publicly available on the Academic Affairs website.

D. Minimum requirements and expectations necessary to be eligible for promotion to each rank are as follow:

1. **ASSOCIATE PROFESSOR**. For promotion to the rank of Associate Professor, the minimum requirements include: an earned doctoral or terminal degree from a regionally-accredited institution of higher education; six years of service as a full-time Assistant Professor, including at least three years as a full-time Assistant Professor at LU; sustained, high-level proficiency in teaching; sustained proficiency in research and/or creative activities, with evidence of growth in scholarly contributions; and sustained, documented service to the department, college, university, profession, and/or community.

2. **PROFESSOR**. For promotion to the rank of Professor, the minimum requirements include: an earned doctoral or terminal degree from a regionally-accredited institution of higher education; six years of service as a full-time Associate Professor, including at least three years as a full-time Associate Professor at LU; superior teaching effectiveness; substantial and sustained research and/or creative activities, with evidence of growth in quality/significance of scholarly contributions since last promotion; and sustained, documented engagement and leadership in service particularly to the university, along with service and leadership to the department, college, profession, and/or community.

E. 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 each rank. Such eligibility shall not entitle the faculty applicant to a promotion.

F. Faculty members who believe they have met the minimum requirements and expectations to be eligible for promotion to the appropriate rank shall initiate a documented application for tenure and/or promotion consideration.

VII. REVIEW AND UPDATE OF STANDARDS OF PERFORMANCE

A. Department- and/or college-level requirements relating to categories and standards of performance for tenure and promotion shall undergo a scheduled review every three (3) years by the tenured/tenure-track faculty within the respective departments and/or colleges.

B. Should department- and/or college-level standards of performance be updated during a scheduled review:

1. The updated performance standards for tenure and promotion must be approved by the Office of the Provost and posted on the Academic Affairs website.

2. Tenure-track faculty members shall choose to be reviewed using the updated department- or college-level performance standards or the standards of performance that were in effect at the time of his/her/their initial faculty appointment at LU. Tenure-track faculty (regardless of academic rank) shall communicate in writing their choice of performance standards when they initiate their application. If no selection is made, the default shall be the most recent performance standards.

a. Assistant Professors whose tenure and promotion to Associate Professor became effective at the beginning of Academic Year (AY) 2025 or any AY thereafter shall abide by their department- and/or college-level tenure and promotion standards of performance that went into effect at the beginning of AY 2025 or the most recent performance standards, should their department and/or college-level guidelines be updated during a scheduled review process, as they proceed toward promotion to Professor.

3. Faculty applying for promotion to Professor shall choose to be reviewed using the updated department- or college-level performance standards or the department- or college-level performance standards that were most recently in effect. The faculty applicant's selection of performance standards shall be communicated in writing at the time he/she/they initiates a documented application for promotion. If no selection is made, the default shall be the most recent performance standards.

    a. Faculty members at the rank of Associate Professor with tenure during AY 2024 must inform their Department Chair prior to the beginning of AY 2025 whether they choose to abide by their department- or college-level tenure and promotion performance standards that become effective at the beginning of AY 2025 or the set of performance standards that were most recently in effect as they proceed toward promotion to Professor. Faculty applicants for promotion to Professor who choose to be evaluated using the set of performance standards that were most recently in effect shall adhere to the department- and/or college-level policy for obtaining external letters of evaluation operative at that time. If no department- and/or college-level policy existed under previous performance standards, then external letters shall not be solicited. Faculty members who choose to be reviewed under the previous set of department- and/or college-level promotion standards must apply for promotion within six (6) years (prior to the beginning of AY 2031). Should a faculty member either not apply for promotion to Professor or apply for and not be recommended for promotion to Professor prior to the beginning for AY 2031, then he/she/they shall abide by the department- and/or college-level promotion standards in effect during AY 2031 or thereafter as he/she/they resubmits his/her/their application for Professor.

VIII. PERSONNEL COMMITTEES

A. Personnel committees at the university, college, and department levels shall serve as peer reviewers of tenure and promotion dossiers. Personnel committees at the college and department levels shall be comprised of full-time tenured faculty members who hold the rank of Associate Professor or Professor (excluding administrators at or above the level of Department Chair); the personnel committee at the university level shall be comprised of full-time tenured faculty members who hold the rank of Professor (excluding administrators at or above the level of Department Chair). All tenured and tenure-track faculty may vote for the members who will serve on the College and University Personnel Committees. Once the University and College Personnel Committee memberships are satisfied, all remaining eligible tenured faculty members (who are not themselves candidates for promotion) shall serve on their Department Personnel Committee. To avoid conflicting interests, no faculty member who is applying for promotion or

tenure shall serve on a personnel committee, and no faculty member shall serve on more than one personnel committee. A faculty member shall be permitted to strike his/her/their name, for cause, from the list of faculty members eligible to serve on a personnel committee prior to balloting for committee memberships.

1. **University Personnel Committee.** Annually, in March, the Faculty Senate Office will conduct an election in each tenure- and promotion-granting college and the library for tenured faculty members who hold the rank of Professor to serve as members of the University Personnel Committee. One tenured Professor from each college and the library will comprise the University Personnel Committee. (Note. If a college or the library has no faculty members at the rank of Professor who are willing or able to serve on the University Personnel Committee, a tenured Associate Professor may be nominated and elected.) Members shall serve three-year terms on the University Personnel Committee. If a committee member steps down before the end of a three-year term, then this member will be replaced by the next runner-up in the election, and the new member will complete the remainder of the three-year term.

2. **College Personnel Committee**. Annually, in March, the Faculty Senate Office will conduct an election in each tenure- and promotion-granting college for members to serve on their College Personnel Committee. Each college's personnel committee shall be composed of a mix of at least five tenured faculty members who hold the rank of Associate Professor or Professor. Except in colleges where there are fewer than five departments, each department shall have only one member on the College Personnel Committee. Members shall serve a two-year term and require a minimum one-year gap before serving again. The full College Personnel Committee shall limit its reviews/votes to tenure decisions. Deliberations/votes pertaining to promotion shall be made only by the members of the College Personnel Committee holding at least the rank for which the candidate is being considered for promotion.

3. **Department Personnel Committee.** After membership in both the university and college personnel committees is satisfied, all remaining eligible tenured faculty members shall serve on the Department Personnel Committee. Each Department Personnel Committee shall be composed of a minimum of three tenured faculty. If a department has fewer than three tenured faculty, then the Department Chair and faculty applicant for tenure and/or promotion shall each submit to the Dean a list of three (3) names of tenured faculty members from other departments within the college or from similar disciplines outside the college who are qualified to serve on the Department Personnel Committee. Documentation of proposed faculty members' relevant qualifications shall be provided by both the Department Chair and the faculty applicant. The Dean shall appoint faculty members from these lists until the Department Personnel Committee is comprised of at least three (3) faculty members. The full Department Personnel Committee shall limit its reviews/votes to tenure decisions. Deliberations/votes pertaining to promotion shall be made only by the members of the Department Personnel Committee holding at least the rank for which the candidate is being considered for promotion.

B. The personnel committees at the department, college, and university level will meet in person and operate according to the following guidelines.

1. **Quorum.** To act, a numerical majority of personnel committee members must be present to constitute a quorum.

2. **Chairs of Personnel Committees.** By majority vote, members of each personnel committee shall elect a chair at the first meeting before beginning the review of the new applicant cohort. The chair is responsible for organizing meetings, distributing files, forwarding the appropriate materials to the next level, and writing and uploading a letter for the candidate(s) indicating the committee's recommendation.

3. **Voting Policy.** In no instance shall a member of any personnel committee or any administrator in an evaluative role vote on a candidate's promotion to an academic rank higher than his/her/their own. Members of each personnel committee shall vote in person via secret ballot on a recommendation for or against tenure and/or promotion. The chair of the personnel committee shall tally the vote in terms of the number in favor and against. In matters where a conflict of interest may arise, members of the personnel committee shall recuse themselves from the process, and the reasons for the recusal documented. Abstentions are permitted but should be rare. All personnel committee members must be present to vote unless on approved leave.

4. **Confidentiality.** All personnel committee discussions during review of tenure and/or promotion portfolios shall remain confidential unless precluded by law, court order, or *Rules and Regulations*.

IX. PROCEDURES

A. **Initiate application for Promotion**: A faculty member or Department Chair (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 a select rank. Faculty members applying for tenure and/or promotion must prepare a **tenure** and/or **promotion dossier**. The tenure and/or 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. 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. 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. If the action is tenure and promotion to Associate Professor, then copies of all signed F2.08 forms since the candidate joined Lamar University must be submitted. If the action is promotion to Professor, then copies of all signed F2.08 forms for each year since last promotion must be included.

3. **Signed F2.12 forms**. If the action is tenure and promotion to Associate Professor or tenure alone for faculty at the rank of Associate Professor or Professor, then copies of all signed F2.12 forms must be included.

4. Evidence of effectiveness and documented accomplishments in the three categories of performance: teaching, research and/or creative activities, and service. Evidence of effectiveness and documented accomplishments in teaching, research and/or creative activities, and service may be demonstrated through the variety of activities listed in Section V, Subsections A.1., A.2., and A.3. Individual departments and/or colleges, however, shall establish and maintain guidelines that define specifically the documentation required to be included in the tenure and/or promotion dossier with respect to teaching, research and/or creative activities, and service.

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 XVII. Annual Tenure and 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 Review and Recommendation.** The Department Personnel Committee shall study and consider each file and vote on a recommendation to promote or not to promote. In accordance with Section II of this policy, since faculty members cannot be promoted to the rank of Associate Professor without being awarded tenure, a single combined vote shall be taken for applicants being considered for tenure and promotion to Associate Professor. 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.

E. **Department Chair 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 College Personnel Committee will be notified and instructed to begin its review.

F. If a Department Chair does not hold the rank for which a faculty applicant is being considered for promotion, the Dean of that college shall appoint a chair with appropriate rank for the Department Chair's review and recommendation.

G. **College Personnel Committee Review and Recommendation.** The College Personnel Committee shall study and consider each tenure and/or promotion application and vote on a recommendation to promote or not to promote each candidate. The chair of the College Personnel Committee shall write and upload a letter for each candidate indicating the committee's recommendation. Next, the Dean of the college will be notified and instructed to begin his/her/their review.

H. **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 each candidate. Then, the Dean shall write and upload a letter for each candidate indicating his/her/their recommendation. Then, the University Personnel Committee will be notified and instructed to begin its review.

I. If a Dean does not hold the rank for which a faculty applicant is being considered for promotion, the Provost shall appoint a Dean with appropriate rank for the Dean's review and recommendation.

J. **University Personnel Committee's Review and Recommendation.** The University Personnel Committee shall study and consider applications and recommend that each candidate be promoted or not promoted. The chair of the University Personnel Committee shall write and upload a letter for each candidate indicating the committee's recommendation. Then, the Provost will be notified and instructed to begin his/her/their review.

K. **Provost's Review and Recommendation.** Next, 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.

L. **President's Review and Recommendation, and Board's Action.** 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, Subparagraph 4.2 and Subparagraph 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.

M. **Appellate Procedures in Promotion**. A candidate who has been notified in writing that he/she/they is not recommended for tenure and promotion to Associate 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. A candidate who has been notified in writing that he or she is not recommended for promotion to Professor may remove his/her/their application from consideration or request in writing that it 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 University Personnel Committee 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 committee chair/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).

N. **University Faculty Promotion Review Committee.** An applicant not recommended for promotion by the Provost may appeal to the University Faculty Promotion Review Committee. The University Faculty Promotion Review Committee shall act as an appellate body for promotion decisions made by the Provost. Members of the University Faculty Promotion Review Committee shall be appointed by the President. Generally, the committee shall be composed of one tenured faculty

representative from each of the colleges (except the College of Graduate Studies and Reaud Honors College), plus two Department Chairs and two Deans. Members shall be appointed for staggered three-year terms. Members can serve concurrently on any personnel committee. If, after review, the University Faculty Promotion Review Committee recommends the candidate for promotion, the file shall be returned to the Provost with written justification for the favorable decision. The Provost shall forward the file and all statements to the President for consideration and subsequent recommendation to the Board of Regents. At no time shall a Department Chair on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her/their respective department or shall a Dean on the University Faculty Promotion Review Committee consider an appeal from a faculty applicant from his/her/their respective college. The Department Chair and/or Dean shall recuse himself/herself/themselves from any deliberations by the University Faculty Promotion Review Committee.

X. SECOND- AND FOURTH-YEAR REVIEW OF PROBATIONARY FACULTY

A. A faculty peer review shall be conducted in conjunction with the faculty evaluation procedure (F2.08 Annual Faculty Evaluation) a minimum of two times, typically during the second and fourth years of the probationary period for faculty members with tenure-track appointments (see F2.12). The following timeline shall apply to the Second-Year and Fourth-Year reviews:

By February 1:	Dossier due to the chair of the Department Personnel Committee.
By March 1:	The Department Personnel Committee completes and submits review to Department Chair.
By March 15:	Department Chair completes and submits review to College Dean.
By March 15:	Fourth-Year review only – Dean forward his/her/their review to College Personnel Committee.
By April 1:	Fourth-Year review only – College Personnel Committee completes and submits review to College Dean.
By April 15:	College Dean completes and returns review to Department Chair.
By May 1:	Meeting occurs between Department Chair and faculty member to discuss Second-Year or Fourth-Year review.

B. For the Second-Year Review, the chair of the College Personnel Committee or his/her/their designee shall serve as a member of the Department Personnel Committee. The chair of the College Personnel Committee or designee may not be from the department of the candidate being reviewed. For the Fourth-Year Review, the College Personnel Committee shall conduct a review of the dossier following the review and comment by the Department Chair and preceding the review and comment by the Dean.

C. A faculty member may review and add to the content of his/her/their dossier at any point during the review process. The addition of materials shall not cause a reconsideration of the dossier by any review body that has already tendered its recommendation; however, the new materials may be considered by subsequent review bodies.

D. If the faculty member receives creditable service such that a Second-Year Review is not possible, the review shall be conducted after the first full year of service.

E. Reviews at both the second and fourth year of service, while important for faculty development and feedback on progress, do not express or imply tenure outcomes for probationary faculty members.

XI. PRIOR CREDIT FOR TENURE AND/OR PROMOTION

A. At the discretion of the Provost, up to three (3) years of prior service in a tenure-track/tenured position at another accredited college or university may be counted toward the fulfillment of the required probationary period for tenure and promotion to Associate Professor or the period for promotion to Professor.

B. Credit for years of prior service and year of tenure and/or promotion review shall be indicated on the faculty member's offer letter and initial contract. If tenure is not granted at time of appointment for faculty members hired at the rank of Associate Professor or Professor, faculty members shall adhere to the full probationary period schedule for the granting of tenure unless prior service credit for tenure was negotiated.

C. Faculty applicants for tenure and/or promotion who claim credit for prior service shall submit in their tenure and/or promotion dossier a copy of the appointment letter and/or initial contract detailing the commitment by LU to grant prior service credit.

D. Faculty applicants for tenure and/or promotion who are granted prior service credit shall submit in their tenure and/or promotion dossier documentation for all work completed at other institutions during the period for which prior service credit is given.

XII. MAXIMUM PROBATIONARY PERIOD FOR TENURE

A. The maximum period of probationary faculty service in tenure-track status in any academic rank or combination of academic ranks shall not exceed six (6) years of full-time academic service, unless the tenure clock has been tolled as provided in Section XIII.

XIII. TOLLING THE TENURE CLOCK

A. LU may permit a tenure-track faculty member to stop the tenure clock for up to two (2) academic years of countable service toward tenure in the probationary period in order to accommodate one or more of the following exigencies and/or hardships: a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the faculty member's own illness or other personal emergency; and/or d) the inability of the institution to provide agreed upon facilities for the faculty member's research.

B. A request to stop the tenure clock shall be submitted prior to the occurrence of the event(s) stated above or, if circumstances dictate, immediately afterwards. Any request submitted after LU provides written notice of commencement of the promotion and/or tenure review process (i.e., distribution and/or posting on the Academic Affairs website of the annual "Faculty Tenure and Promotion Schedule") will not be honored.

C. A faculty member petitioning to stop the tenure clock shall make a written request to his/her/their Department Chair clearly explaining the basis for the proposed suspension and provide appropriate documentation to demonstrate sufficiently why the request should be granted. Included in the written request also shall be the estimated duration to accommodate the exigency and/or hardship. The faculty member is not required to apply for leave in order to qualify for stopping the tenure clock.

D. Upon receipt of the faculty member's request, the Department Chair shall provide a recommendation for stopping the tenure clock to the Dean within ten (10) working days.

E. The Dean shall provide a recommendation for the faculty member's request to stop the tenure clock to the Provost within ten (10) working days from receipt of the Department Chair's recommendation.

F. The decision regarding the faculty member's request for stopping the tenure clock shall be made by the Provost. Within ten (10) working days from receipt of the Dean's recommendation, the Provost shall notify the faculty member, the Department Chair, and the Dean of the decision.

XIV. EXTERNAL LETTERS OF EVALUATION FOR PROMOTION

A. Letters of evaluation from three (3) independent external reviewers shall be obtained for faculty candidates seeking promotion to Professor. The policy and procedures for obtaining external letters of evaluation are detailed in MAPP 02.02.31 (Promotion to Professor – External Reviewers).

XV. EARLY APPLICATION FOR PROMOTION

A. Faculty applying early for promotion to the rank of Professor (i.e., prior to the beginning of the fall of the sixth year as an Associate Professor) must disclose that fact and include in the promotion application a written essay containing a justification based upon national/international stature in the discipline. Faculty may not apply early for promotion to Associate Professor.

XVI. ACADEMIC PROMOTION OF ADMINISTRATORS

A. Faculty in administrative positions must meet the same criteria for promotion as non-administrative faculty to be considered for promotion in academic rank. To be considered for promotion in academic rank, a faculty member in an administrative position must have a regular teaching and/or sponsored research assignment during all years counted as time in rank. Regular teaching and/or sponsored research assignment shall be interpreted to mean at least 25 percent of the member's assigned load (FTE) during both the fall and spring semester of each year to be counted.

XVII. ANNUAL TENURE AND PROMOTION SCHEDULE

Date	Procedures

2nd Monday in September	*Deadline*: Provost's Office must be made aware of all faculty candidates seeking promotion.
1st Monday in October	Dossier for tenure and/or promotion due in Watermark to Department Personnel Committee (through Department Chair).
3rd Monday in October	Department Personnel Committee's recommendation submitted to Department Chair.
1st Monday in November	Department Chair's recommendation submitted to College Personnel Committee (through Dean of the College).
3rd Monday in November	College Personnel Committee's recommendation submitted to Dean of the College.
2nd Monday in December	Recommendation from Dean of College submitted to Provost.
2nd Wednesday in December	Provost forwards documentation to University Personnel Committee.
1st Monday in February	Recommendation from University Personnel Committee submitted to Provost.
4th Monday in February	Recommendation from Provost submitted to President.

XVIII. 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

XIX. APPROVAL

Dr. Brett Welch	11/14/2024
Interim Provost and Vice President for Academic Affairs	Date
Dr. Jaime Taylor	12/02/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	03/14/2024	Policy draft completed.
	03/18/24-04/18/24	Review by campus community completed.
	04/24/2024	Policy approved by President.
2	07/15/2024	References to paper forms removed; electronic submission of tenure and promotion materials has replaced print forms. Description of University Personnel Committee (VIII.A.1) revised to allow Associate Professors to serve if no faculty at the rank of Professor are available. References to F2.11 form in Section IX were removed.
3	10/14/2024	Television and Film Production added as a recognized MFA degree; edited Section VII, paragraphs 3 and 3a to clarify that former promotion and tenure standards pertain to the most recently implemented standards prior to the development of the 2024 standards; clarified that the Faculty Senate Office will conduct the elections for the University Personnel Committee and the College Personnel Committee; added a timeline to Section X, paragraph A; added a date to the annual schedule when Provost's Office must be made aware of all faculty candidates seeking promotion.
4	11/15/2024	Term limit for College Personnel Committee changed from one year to two years; clarified that personnel committees at the department, college, and university level will meet and vote in person.
	12/02/2024	Updated policy approved by President.