

## ADMINISTRATIVE COUNCIL

### M I D W E S T E R N S T A T E U N I V E R S I T Y

Meeting No. 07-05

April 23, 2007

The Administrative Council met Monday, April 23, 2007, at 2:00 p.m. in the Hardin Administration Building Board Room. Present were , Dr. Jesse W. Rogers, Chairman; Dr. Friederike Wiedemann, Dr. Howard Farrell, Dr. Robert Clark, Dr. Emerson Capps, Mr. Ed Harris, Mr. Keith Lamb, Dr. Robert Redmon, Ms. Debbie Barrow, Ms. Janus Buss, Ms. Dianne Weakley, Mr. Allen Goldapp, and Ms. Cindy Ashlock.

#### MSU Policies and Procedures

The Council tabled both policies to be heard at a later date.

Policy 2.338, A. Boards, 2. Publications Board  
Policy 2.338, New Committee, Academic Technology Committee

The Council discussed the following policy changes at length. Following the discussion, it was recommended that the following policies be placed on the May Board of Regents agenda.

Policy 2.338, New Committee, University Data Standards/Security Committee  
Dr. Clark recommended this committee be created to oversee any matters involving Banner standards or security protocols (See **Attachment 1**).

Policy 2.338, New Committee, Teacher Education Committee  
Dr. Wiedemann stated that this is a long-standing committee that was previously inadvertently deleted from the manual (see **Attachment 2**).

Policy 3.349, Employee Background Checks  
Ms. Weakley stated that the current policy was inadequate and needed updating to reflect current practices and to include wording as required by TX. Gov. Code 411.094 and the TX Education Code 51.215. It was noted that only certain staff positions are currently designated as security sensitive. Dr. Redmon indicated that faculty had expressed their concern over the possibility of including faculty positions in background checks. Ms. Weakley noted that a large percentage of staff positions have been classified as security sensitive. Dr. Rogers asked Ms. Weakley to send the security sensitive list to him and the vice presidents so that all could be reviewed. It was the general consensus of the group that it was likely that all staff positions should be designated as security sensitive. In reviewing the proposed policy, it was recommended that wording be changed to indicated that criminal history information be collected through the appropriate law enforcement agency rather than limiting this responsibility to the university's chief of police (see **Attachment 3**).

Policy 3.120, Tenure and Promotion  
Dr. Wiedemann reported that the Faculty Senate and Academic Council recommended the approval of the recommended policy changes. She noted that these changes were primarily matters of clarification (see **Attachment 4**).

#### United Way Loaned Executive

Dr. Rogers stated that Nick Gipson would serve as Midwestern State University's 2007 United Way Loaned Executive.

Key Requests

The Council recommended approval of the following key requests.

**STAFF**

|                |              |  |
|----------------|--------------|--|
| Shelbie Schenk | Ligon Master | New staff member needs access to Ligon |
|----------------|--------------|--|

**STUDENT**

|               |               |                                |
|---------------|---------------|--------------------------------|
| Adrian Grimes | Ligon Outside | Open and close Wellness Center |
|---------------|---------------|--------------------------------|

Policy 2.338, Art Acquisition Committee

Ms. Barrow stated that this committee would be dissolved and recommended to the Board for deletion from the *Policy Manual*. She noted that in the future Dr. Rogers would appoint and ad hoc Art Acquisition Committee when needed.

Holiday Schedule

Ms Barrow presented the proposed 2007-2008 holiday schedule for staff employees. She noted that this schedule was based on a five-day work schedule for staff employees. The Council recommended placing the policy on the May Board of Regents agenda as presented.

Adjournment

There being no further business, the meeting was adjourned at 3:20 p.m.

ORIGINAL SIGNED

\_\_\_\_\_  
Jesse W. Rogers, Chairman

ORIGINAL SIGNED

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Cindy Ashlock, Secretary

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 11/10/2006

C. Committees

**X. University Data Standards/Security Committee**

a. **Purpose**

**To provide oversight for all matters involving Banner data standards and security protocols. The committee will review and approve all modifications to the Data Standards Manual and all modifications to the Banner system involving shared data or security matters.**

b. **Personnel**

**Vice President for Institutional Effectiveness/Director of Institutional Research and Planning (Chair) and representatives from the following areas: Office of the Registrar, Admissions, Business Office, Financial Aid, Human Resources, Payroll, Institutional Research, International Services, Student Affairs, Academic Affairs, and two representatives from Information Systems representing technical and security issues.**

c. **Reports To: Vice President for Institutional Effectiveness/Director of Institutional Research and Planning**

2.338 Provost

**UNIVERSITY BOARDS, COUNCILS & COMMITTEES**

**Date Adopted/Most Recent Revision: 11/10/2006**

C. Committees

**X. Teacher Education Committee**

**a. Purpose**

**To oversee admissions to the West College of Education and student teaching and to consider and recommend curricular changes.**

**b. Personnel**

**College Deans, the Chairs of the Departments of Education and Reading, English, and Mathematics, and the Certification Officer. The Dean of the West College of Education serves as chair.**

**c. Reports To: Dean of the West College of Education**

**3.349 Human Resources****EMPLOYEE BACKGROUND CHECKS****Date Adopted/Most Recent Revision: 05/11/2007****A. General**

It is the goal of Midwestern State University to provide the safest possible environment for students, employees and visitors and to safeguard sensitive data, personal information, and personal and public property. In an effort to attain this goal, a criminal background check shall be conducted on each applicant hired to fill a position identified as security sensitive at Midwestern State University.

**B. Definitions**

1. Applicant. An applicant is an individual who applies for an open position at Midwestern State University. Within the scope of this policy, the term applies to all external and internal applicants who are finalists for positions designated as security sensitive. Additionally, for the purpose of this policy, the term applicant applies to current Midwestern State University employees who transfer to, are promoted to, or have a position reclassified to a security sensitive position. The term applicant applies to candidates for both benefits-eligible and non-benefits eligible positions but does not apply to persons hired through temporary employment agencies who are not considered to be employees of the university.
2. Security Sensitive Position. Positions determined to be security sensitive as defined and authorized by Texas Government Code 411.094 and Texas Education Code 51.215 shall be designated as security sensitive by the appropriate senior university administrator after consultation with the Director of Human Resources.
3. Criminal Background Check. A criminal background check consists of criminal history information collected by the university through the appropriate law enforcement agencies.

**C. Procedures**

1. Finalists selected for interview in a designated security sensitive position will be investigated prior to the offer of employment. Background checks for current employees who are promoted, transferred, or reclassified into positions designated as security sensitive will be requested by the Human Resources Department upon notification of the proposed change in employment status.
2. The designation as a security sensitive position shall be included in the position's job description, announcements, and advertisements. .
3. Prior to conducting the criminal background check, the Human Resources Department will obtain a signed, written consent and release form from the applicant.
4. The criminal background check will be requested upon receipt of the signed consent form and the results will be reported to the Human Resources Department.
5. The hiring supervisor in consultation with the Director of Human Resources shall be responsible for making a decision to hire, promote, transfer, reclassify, or retain the applicant based in part upon an evaluation of the contents of the criminal history report.

**D. Confidentiality**

Criminal history information is privileged and confidential. It may not be released or otherwise disclosed without a legitimate need to know during the hiring process, except on court order. Criminal history information is relevant only for evaluation in the

hiring/employment decision; it is not placed in the applicant or personnel file; and it is destroyed by the Chief of Police of Midwestern State University as provided in Texas Government Code 411.094.

E. **Nondiscrimination**

Criminal history information shall in o way be used to discriminate on the basis of race, color, national origin, religion, sex (gender), disability, or age. Disclosure of a criminal offence will not automatically exclude or disqualify an applicant from consideration for employment.

**Policy 3.120**  
**Tenure and Promotion Policy**

**I. Introduction**

The granting of tenure means that the faculty member is considered to be an asset to this academic community, especially to the discipline in which he or she teaches. Tenure is the assurance that an experienced faculty member may expect to continue in the present academic position unless financial exigency or adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process (Policy 3.125). A major tenet of the tenure system is the assurance of academic freedom within the context of academic responsibility. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a reciprocal commitment by the faculty member to the goals and mission of the university.

Promotion in rank is recognition of the achievements of the individual being considered for promotion. In addition, advancement in rank signifies expectation of continuing professional growth, greater achievement, and assumption of increasing responsibility on the part of the individuals thus distinguished.

Candidates for tenure and promotion must meet a set of objective requirements to be eligible to apply and a set of criteria to be successful in their application.

**II. Periodic Review of Tenure and Promotion Policies**

These Tenure and Promotion Policies will be comprehensively reviewed (1) at the end of the second year after the implementation of this tenure and promotion process (**fall 2006**), (2) again at the end of another three-year period (**fall 2009**), and (3) once every five years after that. The review will be undertaken by a representative Tenure and Promotion Policies and Procedures Review Committee, which will be a regular, standing **an ad-hoc** committee in the university whose members are appointed by the President of the university following nomination by the Provost in consultation with academic deans and the Chair of the Faculty Senate **during the spring prior to the committee's review**. The Tenure and Promotion Policies and Procedures Review Committee will elect its chair and review current guidelines to determine if changes are needed. During the review process it will solicit opinions concerning possible revisions from the University Tenure and Promotion Committee, the Faculty Senate, College Deans, Department Chairs, and College Tenure and Promotion Committees. Assessing information from these sources in the context of its own views, the Tenure and Promotion Policies and Procedures Review Committee will, if necessary, draft recommendations for change. The Tenure and Promotion Policies and Procedures Review Committee will report to the Provost. Committee recommendations will be discussed by the Senate and the Academic Council before being submitted to the President and Board of Regents.

**III. Tenure and Promotion Eligibility Requirements and Criteria**

**A. Definition of Terminal Degree**

Deans will initiate discussions in their college on which degrees will be considered terminal and forward their recommendations to the Provost. The Provost will forward these recommendations to the President who will rule on the recommendations. The list will be maintained in the Office of the Provost.

**B. Tenure**

**Eligibility Requirements**

1. The faculty member must have completed a minimum of four (4) years of full-time academic experience in higher education at the rank of Assistant Professor or above before being eligible for application for tenure. Two of the four years may be awarded for experience at another institution. The award will be decided at the time of employment and included in the contract. **Two of the four years may be awarded for experience at Midwestern State University in a full-time non tenure-track position at the rank of assistant professor or above.** NOTE: If the contract for a faculty member hired prior to the implementation of this policy reads that he/she may choose to apply for tenure during his/her fourth year, that agreement will be honored under the new policies and procedures.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President. If a bachelor's degree is the highest degree available in the discipline, a faculty member must have completed a related master's degree approved in writing by the College Dean, Provost, and President.

### **Criteria To Be Met**

1. **Teaching Effectiveness** -- The faculty member must meet criteria 1 and 7, and at least four of the five remaining criteria.
2. **Research and Scholarly Activity** -- The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criteria 6 and 7, and be exceptional in either criteria 1-3 or 4-5, or reasonable in both.
3. **Service**
  - a. **Service to the University** -- The candidate must meet the four criteria a-d.
  - b. **Service to the Profession/Community** -- The faculty member must meet three of criteria a-d.

### **C. Promotion to the Rank of Assistant Professor**

#### **Eligibility Requirements**

1. The faculty member must have completed a minimum of seven years of full-time academic experience in higher education (two of which may be awarded for experience at another institution) before being eligible for application for promotion to assistant professor.
2. The faculty member must have completed a master's degree (not the highest degree available in the discipline of his/her primary teaching responsibility).

**NOTE:** If a faculty member with the rank of instructor completes the highest degree in his/her discipline, promotion to assistant professor will be automatic at the beginning of the next semester following documented completion of all requirements.

### **Criteria To Be Met**

1. **Teaching Effectiveness** - The faculty member must meet criterion 1, and at least four of criteria 2-6.
2. **Research and Scholarly Activity** -- The faculty member must demonstrate active research, including research beyond the institutional level, and meet either criteria 1-3 or 4-6.
3. **Service**
  - a. **Service to the University** -- The faculty member must meet criteria a-c.
  - b. **Service to the Profession/Community** -- The faculty member must meet two of criteria a-d.

**D. Promotion to the Rank of Associate Professor**

**Eligibility Requirements**

1. The faculty member must have completed a minimum of five (5) years of full-time academic experience in higher education at the rank of Assistant Professor or equivalent experience in the field before being eligible for application for promotion to associate professor. Three of the five years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and the President for final approval. The award will be decided at the time of employment and included in the contract.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President.

Faculty members on contract at MSU who earned tenure with a non-terminal master's degree under an earlier system of tenure and promotion may still invoke the following policy concerning promotion to associate professor:

**NOTE:** A faculty member holding a master's degree which is not the highest degree in the field of primary responsibility may be considered for promotion to associate professor if he/she...

- a. Has completed a minimum of thirty (30) hours of course work beyond the master's degree in the subject matter area that has been approved in writing by the College Dean, Provost, and President.

**And**

- b. Has a minimum of ten (10) years of full-time teaching experience in higher education.

**And**

- c. Has exhibited significant evidence of continued scholarly and professional development. This development should demonstrate a professional competence equivalent to that required to earn the highest degree in the field.

## Criteria To Be Met

1. **Teaching Effectiveness** -- The faculty member must meet criterion 1, and at least four of criteria 2-6.
2. **Research and Scholarly Activity** - The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criterion 6, and be exceptional in either criteria 1-3 or 4-5, or reasonable in both.

It is expected that, continually and progressively, the faculty member seeking promotion from assistant to associate professor will compile convincing evidence that he/she is establishing him/herself as a productive and active scholar/creative artist. The fifth year in rank as an assistant professor should be a year wherein the faculty member demonstrates particular progress in this regard. That year is intended to provide additional time and incentive for scholarship, creative activity, and professional involvements. The departmental and college guidelines will reflect the increased expectation for this promotion.

3. **Service**
  - a. **Service to the University** -- The faculty member must meet criteria a-c.
  - b. **Service to the Profession** -- The faculty member must meet two of criteria a-c.

## E. Promotion to the Rank of Professor

### Eligibility Requirements

1. The faculty member must have completed a minimum of five (5) years of full-time academic experience in higher education at the rank of Associate Professor or equivalent experience in the field before being eligible for application for promotion to professor. Three of the five years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and the President for final approval. The award will be decided at the time of employment and included in the contract.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily a doctoral degree but possibly a master's degree if it is acknowledged to be the highest degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President.

### Criteria To Be Met

1. **Teaching Effectiveness** -- The faculty member must meet criteria 1-7.
2. **Research and Scholarly Activity** - The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criteria 1-3 and 6-7, and either criterion 4 or 5.
3. **Service**

- a. **Service to the University** -- The faculty member must meet criteria a-d in this category.
- b. **Service to the Profession/Community** -- The faculty member must meet three of criteria a-d in this category.

#### IV. EVALUATION CATEGORIES AND CRITERIA

##### Teaching Effectiveness

Quality and effectiveness in teaching are the primary criteria for consideration in tenure and promotion decisions. Submitted materials must include a statement of the faculty member's teaching philosophy and copies of the Annual Faculty Personal Report and Evaluation for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years. Documentation that exemplifies the incorporation of the teaching philosophy in the candidate's teaching should be included in the portfolio. Additional materials representative of teaching effectiveness **beyond those suggested above, such as peer evaluations,** may also be included.

All supporting documentation should be inserted in Section 4 of the portfolio.

1. Effectiveness in classroom instruction. Elements of effective classroom teaching may include the analysis of the information and skills pertinent to the course objectives; the synthesis of this information and these skills into a coherent and appropriate series of class topics and exercises; the presentation of these topics in a clear, organized, and enthusiastic manner; the explanation and application of abstract ideas and theories; and the ability to motivate students to work and participate in course activities. As part of the evaluation, a summary of student evaluations of the faculty member for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years should be supplied.
2. Mastery and continuing development of knowledge in teaching field subjects. Evidence of this development may include the reading of professional and scholarly journals and books; reviewing and refereeing of professional books and papers; obtaining professional certification; receiving credit for advanced course work, short courses, and continuing education courses in teaching field subjects; acquiring developmental leaves; etc.
3. Encouragement of students to learn and perform at or above the proper course level and to develop independent and critical thinking. Elements of this encouragement may include current and properly rigorous course topics and materials, receptiveness to appropriate classroom discussion and to student opinion, the development of a balanced treatment of controversial issues, and, in general, a demonstration of a favorable and supportive attitude toward students. The narrative should discuss how class activities or assignments promote critical thinking skills. Documentation may include examples of class assignments, field trips, debates, papers, bibliographies, case analyses, student performances, etc., which require a proper measure of rigor and independent and critical thinking.
4. Responsible demands for performance of students. Evidence of these demands may include representative samples ~~copies~~ of course syllabi, course examinations, and course assignments including graded responses where appropriate. A record of all grades for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years must be supplied. The faculty member should also include an explanation of the grade distribution.

5. Responsible and effective out-of-class work with students. This category may include availability during posted office hours, the offering of help sessions, involvement in academic and honor societies, etc.
6. Effectiveness in small-group or individual instruction. This category may include instruction of or participation in seminars and/or laboratory courses; direction of theses, file papers, or projects; organization and supervision of internships, practica, and clinicals; instruction of special problems; and administration of undergraduate or graduate research projects and/or directed reading projects.
7. Demonstration of Collegiality in Teaching. ~~At Midwestern State University collegiality~~ Collegiality in teaching shall be defined as a willingness to work respectfully and courteously with the faculty, staff, and administration of the university, ~~and with others in providing a high-quality educational experience to students.~~ Collegiality in teaching, which fosters a healthy academic environment where students can thrive, may be demonstrated through team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g. web and other distance courses, telecourses, concurrent courses, honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; cooperatively participating in accreditation efforts; presenting guest lectures when appropriate; participating in College Connections; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; and willingly following prescribed curriculum.

### **Research and Scholarly Activity**

Research and scholarly activity include (1) ongoing traditional research through continuing publications in books and refereed journals or presentations of papers at professional meetings, (2) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (3) scholarly achievement in the professional disciplines.

All supporting documentation should be inserted in Section 5 of the portfolio.

1. **Productivity.** The faculty member shows ongoing research involvement through continuing publications in books, refereed journals in the field (printed or electronic), or refereed conference proceedings; or he/she demonstrates continuing professional commitment to the visual, performing, or literary arts through creative performances and/or original and creative works. Copies or documentation of the best published or creative works and comments of experts if appropriate should be included.
2. **Professional and Scholarly Recognition.** The faculty member's work receives recognition both inside and outside Midwestern State University. This recognition may take the form of invited papers, performances, or exhibitions; reprint requests; session chairmanships at professional meetings; citations of the faculty member's work in the published literature; awards; etc.
3. **Quality of Research and Scholarly Activity.** The faculty member shows intellectual breadth or depth and originality and creativity as demonstrated by his/her research, artistic endeavor, or scholarship. Intellectual breadth may be documented either by cross-disciplinary involvement or by research activity, artistic endeavor, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavor, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. The quality, originality, and creativity of the faculty member's research and scholarly activity must be assessed by the College Tenure and Promotion Committee or a recognized group of scholars in the applicant's field.

4. **Applied Research.** Consistent with its mission, Midwestern State University recognizes that scholarship may extend to forms other than traditional published research. Such scholarship may come in the form of basic research conducted for immediate practical application rather than for publication. It also may involve the integration of information across disciplines or research accomplished to assist organizations. In educational settings it can include special pedagogical applications of existing or original research in classrooms, laboratories, and studios; application of existing or original research to artistic pursuits and projects; special applications of technology to scholarly or artistic endeavors; development of educational materials and/or software; preparation of government documents; etc. Departmental and college guidelines will define applied research more specifically for the faculty member's particular discipline. Descriptions and evidence of the faculty member's applied research should be included.
5. **Professional Involvement and Consultation.** This category may include consulting involving one's professional expertise; obtaining outside grants for the purpose of conducting research; providing expertise to agencies, the community, or the university in an ongoing fashion; reviewing papers for conferences and publications; adjudicating artistic presentations; or serving on the editorial boards of professional or scientific journals.
6. **Presentations.** The faculty member presents papers, posters, performances, exhibitions, or workshops regularly at professional meetings.
7. **Demonstration of Collegiality in Research.** ~~At Midwestern State University, collegiality in research~~ **Collegiality** shall be defined as a willingness to work with the faculty, staff, and administration of the university, and with others, respectfully and courteously. Collegiality in research may be demonstrated by participating in research with others as appropriate, assisting other faculty and students with research, etc.

## Service

All supporting documentation should be inserted in Section 6 of the portfolio.

1. **Service to the University**
  - a. Effective participation in and administration of department/college activities. This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; **program assessment**, etc.
  - b. Effective participation within the Midwestern State University academic community. This category may include university committee work; service on Faculty Senate; university-sponsored public service programs; participation in Faculty Forum; Artist-Lecture activities, seminars, panel discussions and judging; sponsorship of professional or scholarly activities on campus, **participation in the American Democracy Project, and/or Constitution Day**, etc.
  - c. Responsible and effective out-of-class career planning and academic advisement of students. This category may include personal counseling, sponsoring of non-academic organizations and activities, assisting in student job placement, assisting with graduate applications, etc.
  - d. Demonstration of Collegiality in Service. ~~At Midwestern State University, collegiality in service~~ **Collegiality** shall be defined as a willingness to work with others respectfully and courteously. Collegiality in service may be demonstrated through the mentoring of other faculty; volunteering to participate in university activities; following through on assigned tasks; being willing to take on administrative responsibilities if needed; sharing

in the preparation for and participation in events such as Family Day, ~~College Preview Days~~ **Mustangs Rally**, Spirit Days, and conferences; and attending and supporting faculty events such as Faculty Forum.

2. **Service to the Profession/Community**

- a. Ongoing and active involvement in professional organizations such as holding offices, organizing and chairing sessions, serving as a regional representative, and serving on regional, state, or national committees.
- b. Conducting workshops, clinics, and performances, or hosting conferences or academic contests **or other academic events** ~~in areas of expertise~~.
- c. Obtaining external grants or outside contributions for scholarships, student activities, software, equipment, and other resources for ~~university~~ **professional / community** use other than research.
- d. Participating in non-compensated public service activities, which may include public talks, exhibitions, or training activities; public interviews; presentation of workshops; judging artistic performances; tutoring; participation on boards or in public organizations; consulting; etc.

V. **Procedures for Tenure and Promotion Application**

Each faculty member is responsible for initiating the process of applying for tenure or promotion in rank. Upon notification of eligibility, the applicant will prepare the portfolio as described below.

Once the application has been submitted, it will continue through the tiered tenure and promotion system to the President of the University and the Board of Regents unless withdrawn by the applicant or unless there are recommendations against advancement at any two of the first five levels.

**The Tenure and Promotion Application Portfolio**

The narrative and all supporting documentation should be contained in one (1) three-ring binder with tabs for each section identified below. The final Tenure and Promotion Application Portfolio must include all of the following sections:

1. **Section 1:**

- a. Letter of notification showing eligibility for tenure or promotion from the Provost.
- b. Letters of recommendation and checklists from the Chair of the Department, the College Tenure and Promotion Committee, the College Dean, and the University Tenure and Promotion Committee (to be added by the appropriate individual or committee).
- c. Departmental and college guidelines (to be added by the Department Chair and College Dean, respectively).

2. **Section 2:**

Up-to-date, detailed curriculum vitae showing degrees earned along with dates, teaching experience at various universities along with dates, positions held along with dates, published and unpublished research along with dates, and creative works along with dates.

3. **Section 3:**

Applicant's narrative covering all areas (teaching effectiveness, research/scholarly activity, and service).

4. **Section 4:**

Relevant information regarding achievements in teaching effectiveness including:

- a. The applicant's statement of teaching philosophy
- b. Copies of the applicant's Annual Faculty Personal Reports and Evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years.
- c. Summaries of student evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years and an explanation of the grade distribution.
- d. Summaries of grade distributions for the past five years or every year on contract at Midwestern State University if fewer than five years

5. **Section 5:**

Relevant information regarding achievements in research/scholarly activity.

6. **Section 6:**

Relevant information regarding achievements in service.

**Process of Tenure or Promotion Application Consideration**

A tiered system is used to evaluate the faculty member for promotion and/or tenure. The faculty member's application for promotion and/or tenure will be reviewed within the context of departmental and college guidelines at the following levels in the order indicated: (1) the Department Chair, (2) the College Tenure and Promotion Committee, (3) the College Dean, (4) the University Tenure and Promotion Committee, (5) the Provost, (6) the President, and (7) the Board of Regents. A recommendation for or against advancement within the system will be made at each level. The accumulation of two recommendations against advancement as the application proceeds through the first five levels will terminate the process for that year.

The process will be established according to the following dates (or the first business day following these dates if they fall on a weekend or holiday):

|              |  |
|--------------|--|
| May 15:      | Notification of eligibility for promotion and/or tenure by the Provost                                     |
| October 1:   | Portfolio due to the Department Chair  |
| October 15:  | Portfolio due to the Office of the College Dean for transfer to the College Tenure and Promotion Committee |
| November 15: | Portfolio due to the College Dean  |

|                    |  |
|--------------------|--|
| January 10:        | Portfolio due in the Office of the Provost for transfer to the University Tenure and Promotion Committee |
| February 20:       | Portfolio due to the Provost   |
| March 25:          | Recommendation due to the President  |
| May Board Meeting: | Recommendation due to the Board of Regents   |

### **Applicant**

The applicant will verify that all essential materials are included in the portfolio by completing the portfolio check-off form and will submit the portfolio to the Department Chair.

### **Department Chair**

The Department Chair will initiate the development and periodic review of department-wide guidelines for the evaluation of satisfactory performance and ensure that all departmental faculty members are aware of them. These guidelines shall be in accord with and further detail the relevant college guidelines.

After reviewing the candidate's portfolio, the Department Chair will prepare a **separate** written recommendation **to accompany each evaluation form** based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form(s) and the portfolio check-off form, add these ~~three~~ documents and a copy of the departmental guidelines to the candidate's portfolio, and send a copy of the evaluation form(s) and written recommendation(s) to the applicant. The chair will forward the portfolio to the College Tenure and Promotion Committee.

If the department chair is the candidate, evaluation of his/her portfolio will begin with his/her College Tenure and Promotion Committee. The department chair will submit his/her portfolio to the dean by the October 1 deadline. The dean will transfer the portfolio to the College Tenure and Promotion Committee by the October 15 deadline. The department chair should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion Guidelines for his/her department. The department chair may also mark NA in the space on the Check-Off Form designated for the department chair's evaluation form and written recommendation.

### **College Tenure and Promotion Committee**

The College Tenure and Promotion Committee will consist of at least three senior, tenured members of the faculty. Whatever the total, there must be an odd number of members on the College Tenure and Promotion Committee. At the discretion of the College Dean, the committee may be either elected by the college faculty or appointed by the College Dean based on recommendations from the College Council. Representatives will serve two-year staggered terms. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those serving is being considered for promotion, an alternate will be selected to serve one year of the term. The College Dean may not serve on the committee. The Department Chair may not serve on the committee if a faculty member from that department is being considered for promotion and/or tenure. No member of the College Tenure and Promotion Committee may serve concurrently on the University Tenure and Promotion Committee. The committee will elect a chair from among its members.

After reviewing the candidate's portfolio, the committee will prepare a **separate** written recommendation **to accompany each evaluation form** based on an assessment of the candidate within the context of the

departmental and college guidelines, complete the appropriate evaluation form(s) and the portfolio check-off form, and add these ~~three~~ documents to the candidate's portfolio. The committee will record the result of its votes, but will not indicate the number of yes and no votes. The chair will send a copy of the evaluation form(s) and written recommendation(s) to the applicant and the Department Chair and forward the portfolio to the College Dean.

### **College Dean**

The College Dean will initiate the development and periodic review of college-wide guidelines for the evaluation of satisfactory performance and ensure that all college faculty members in the respective college are aware of them. These guidelines shall be in accord with and further detail the criteria defined in this policy.

After reviewing the candidate's portfolio, the College Dean will prepare a **separate** written recommendation **to accompany each evaluation form** based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form(s) and the portfolio check-off form, add these ~~three~~ documents and a copy of the college guidelines to the candidate's portfolio, and send a copy of the evaluation form(s) and written recommendation(s) to the applicant and the Department Chair. The Dean will forward the portfolio to the University Tenure and Promotion Committee unless there are two negative recommendations within the first three evaluations (Department Chair, College Tenure and Promotion Committee, and College Dean), in which case the College Dean will send the portfolio directly to the Provost. **If the candidate applies for both tenure and promotion and receives two negative recommendations in one application but not the other, the Provost will remove the recommendation and evaluation form addressing the category that received two negative votes. If the application is for tenure and promotion to associate professor and the application for tenure received two negative recommendations, the Provost will remove as well the pages referring to collegiality in the applicant's portfolio.**

If the dean is the candidate, his/her portfolio will be transferred from the College Tenure and Promotion Committee to the provost by the November 15 deadline. The provost will transfer the dean's portfolio to the University Tenure and Promotion Committee by the January 10 deadline. As part of his/her initial preparation of his/her portfolio, the dean should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion guidelines for his/her college. The dean may also mark NA in the space on the Check-Off Form designated for the dean's evaluation form and written recommendation.

### **University Tenure and Promotion Committee**

The University Tenure and Promotion Committee will consist of senior, tenured members of the faculty. Each college shall be represented by one tenured committee member for each twenty line-item, full-time positions, or major fraction thereof. All members of the committee are elected within their college for two-year staggered terms. In a college with two or more representatives, the terms of college representatives will be staggered. No academic department may have more than one elected representative. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those elected is being considered for promotion, an alternate will be elected from that college to serve one year of the term. No faculty member can serve more than two consecutive terms. College Deans, the Provost, or the University President may not serve on the committee. A Department Chair may serve on the committee, provided that no faculty member from that chair's department is being considered for tenure and/or promotion. No member of the University Tenure and Promotion Committee may serve concurrently on the College Tenure and Promotion Committee. As it concludes its work, the committee will annually elect a chair for the next year from those members who are not serving the final year of a two-year term and who are not likely to apply for promotion during the subsequent year.

A candidate's application may be considered only if a representative of the candidate's college is present. After reviewing the candidate's portfolio, the committee will prepare a **separate** written recommendation

**to accompany each evaluation form** based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form(s) and the portfolio check-off form, and add these ~~three~~ documents to the candidate's portfolio. The committee will record the result of its votes, but will not indicate the number of yes and no votes. The chair will send a copy of the evaluation form(s) and written recommendation(s) to the applicant, the Department Chair, and the College Dean, and forward the portfolio to the Provost.

### **Provost, President, and Board of Regents**

The Provost will inform those candidates whose portfolios contain two negative recommendations in writing that the application process has been terminated and send a copy to the Department Chair and the College Dean.

Unless the portfolio contains two negative recommendations, the Provost, after reviewing the candidate's portfolio, will evaluate the applicant's performance within the context of the departmental and college guidelines, and make a recommendation to the President. The president has the right to review an application that has received two negative votes, reject that recommendation, and submit a positive recommendation to the Board of Regents. Once the President has decided whether or not to forward the application to the Board of Regents, the Provost will so inform the candidate in writing, with copies to the Department Chair and College Dean. After the Board of Regents has made the final decision, the President will inform the applicant of the Board's decision in writing, with copies to the Department Chair, the College Dean, and the Provost.

### **Disposition of the Tenure and Promotion Application Portfolio**

The portfolio, exclusive of support materials, will be maintained in a permanent archive, in hard copy or on a magnetic medium, as part of the faculty member's permanent personnel file. Supporting material will be returned to the faculty member when the process has been completed.