

**THE UNIVERSITY OF TEXAS AT TYLER**  
**DEPARTMENT OF HEALTH AND KINESIOLOGY**

**Faculty Tenure and Promotion Policies and Procedures**

**1.0. Preface**

The reputation of the Department of Health & Kinesiology in the community and the profession is dependent primarily upon the achievements of the faculty. The granting of tenure or promotion is a statement of confidence in an individual based on a pattern of performance that enhances the Department's standing and is indicative of continued productivity for the profession and the University. Accordingly, the promotion of a faculty member and the granting of tenure are based primarily on demonstrated performance in the following areas: teaching, research, and service to the institution, the wider community, and the profession. Furthermore, the successful candidate for tenure and/or promotion must also demonstrate collegiality.

The process of tenure and promotion begins with the hiring of a tenure-track faculty member. Expectations for obtaining tenure and promotion are set by Departmental, College, and University guidelines, and should be made clear by the Department Chair at the time of hire and annually until the University system makes its final determination. Thus, the criteria specified below are intended to serve 1) as a guide for an annual pre-tenure review of faculty at the rank of Assistant Professor (see appendix for details), and 2) as a guide for determination of the candidate's qualifications in their application for tenure and promotion. This document is intended to comply with Sections 3.3.4 and 3.3.5 of the UT Tyler Handbook of Operating Procedures (HOP, Amended, 2009), with the purpose of delineating criteria and procedures specific to Health and Kinesiology faculty. In any case, if a conflict between a University procedure or guideline as stated in the HOP and a Department policy or procedure is noted, the University HOP will take precedence.

Tenure-track faculty must be evaluated for tenure by completion of their sixth year of employment by the University, and individuals at the rank of Assistant Professor must be considered for promotion simultaneously with tenure consideration. With specific approval from the Department Chair, a faculty member may be evaluated for tenure/promotion to Associate Professor before the sixth year of employment (early tenure). Individuals wishing to be considered for early tenure/promotion to Associate Professor and individuals wishing to be considered for promotion to professor should meet with the Department Chair before June 1 of the year preceding the year in which they want to be considered. The Department Chair will notify the faculty member in writing by June 15 if approval is given.

**2.0. Definitions**

Scholarship refers to creative work, communication and dissemination of that work, and a capacity to learn, grow and change.

**2.1. Teaching – Activities that facilitate learning by students at UT Tyler.**

- 2.2. Research – Systematic investigation designed to develop or contribute to generalizable knowledge. Evaluation of research activity depends upon the publication of research results.
- 2.3. Service – Activities other than teaching and research that benefit the Department, University, or individuals, groups or organizations outside the University. Faculty members provide service and leadership to the University, the profession, and the community through their professional expertise, technical competence, and professional skills.
- 2.4. Collegiality – Collegiality is a professional criterion relating to the performance of duties within a department. Collegiality encompasses issues such as the candidate's compatibility with and support for the University, College, and Department missions and goals. Faculty are expected to work cooperatively, respectfully, and constructively with colleagues, engage in shared governance, and maintain high standards of professional integrity in dealing with colleagues and students.

### **3.0. Department Tenure and Promotion Committee**

- 3.1. Responsibilities of Committee. The Committee's responsibilities are to evaluate a candidate for tenure and/or for promotion and make a formal recommendation to the Department Chair regarding approval or denial of the application. The Committee also is charged with evaluating tenure-track faculty in their third year of employment (pre-tenure review) and submitting a report to the Department Chair regarding satisfactory or unsatisfactory progress towards tenure. Evaluations and recommendations must be consistent with criteria and guidelines in the University HOP.
- 3.2. Composition of Committee.
  - 3.2.1. For tenure consideration, the Committee shall consist of all Department faculty who are tenured, except the Department Chair.
  - 3.2.2. For promotion consideration, the Committee shall consist of all Department faculty of higher rank than the candidate being considered for promotion, except the Department Chair.
  - 3.2.3. If there are fewer than three Department faculty qualified to serve on the Committee, the Dean, in consultation with the candidate, will select eligible faculty from similar or related departments to serve on the Committee.
- 3.3. Committee Policies and Procedures.

- 3.3.1. The Department Chair shall activate the Department Tenure and Promotion Committee at the beginning of the fall semester if any tenure-track faculty are entering their third or sixth year of employment and/or if any tenure-track faculty have received approval to be evaluated for early tenure.
- 3.3.2. Normally the faculty member with seniority in the Department shall chair the Committee, and charge the Committee at the first meeting. In exceptional cases, (a) the Department Chair will convene the first meeting of the Committee and meet with the Committee only at the beginning of the initial meeting to charge the Committee, and (b) the Committee will select a Committee Chair at the first meeting.
- 3.3.3. A quorum is defined as more than half of the eligible Committee members, and in no case fewer than three members.
- 3.3.4. All discussions and deliberations shall be strictly confidential, except for the final report(s) submitted to the Chair.
- 3.3.5. A final vote shall be taken on each application by secret ballot; there shall be separate votes for tenure and promotion when both are involved for a given applicant.
- 3.3.6. The Committee shall submit to the Department Chair a report of the consensus or majority decision and recommendation, including exact tally or tallies of votes. This report shall be signed by every member of the Committee. In the case of a split decision, any Committee member or group of members may submit a signed minority report to the Department Chair.

#### **4.0. Responsibilities of the Faculty Candidate**

- 4.1. The faculty member seeking tenure and/or promotion is responsible for knowing Department, College, University, and System rules and regulations regarding tenure and promotion.
- 4.2. If a faculty member wishes to be evaluated early for tenure and promotion, or for promotion to professor, he or she must seek approval from the Chair by June 1.
- 4.3. The candidate for tenure and/or promotion (not including pre-tenure review candidates) should submit to the Department Chair a list of at least 5 potential external reviewers along with their position title and contact information and a statement disclosing any prior contact the candidate has had with the suggested reviewer. Potential reviewers must hold an academic position at or above the rank for which the candidate is being considered. The Chair will also compile a list of potential reviewers. When both the candidate's list and the Chair's list have been

completed, the Dean will select 3 potential reviewers from each list for a total of 6. The Chair will contact these six individuals to request review of the candidate's file. A minimum of 3 external review letters must be obtained, with at least one letter coming from an individual on the candidate's list of potential reviewers.

- 4.4. The applicant for tenure and/or promotion is responsible for presenting supporting materials in the form of an evaluation portfolio to the Department Chair (who will make the materials available to the Department Tenure and Promotion Committee, as well as to the Dean of the College and the College evaluation committee). Guidelines for preparing the tenure and/or promotion dossier are located on UT Tyler's Academic Affairs website (<http://www.uttyler.edu/academicaffairs/tenurepromotion.php>). A timeline for the application process is located in Appendix A of this document.

## **5.0. Criteria for Granting of Tenure or Promotion to Associate Professor**

- 5.1. The University requires that a faculty member be evaluated in the areas of teaching, research (or creative activity), service, and collegiality. In addition to the University's tenure and promotion guidelines, the criteria in this section also will be considered.
- 5.2. The materials submitted by the faculty applicant will be the primary basis for evaluation by the Department Committee and the Department Chair. The Department Committee or Department Chair may request additional documentation of activities.
- 5.3. In each of the areas of teaching, research (or creative activity), and service, both the quality and the quantity of the applicant's activities shall be considered in the evaluation and recommendation.
- 5.4. Teaching Criteria – To qualify for tenure, faculty members must maintain a consistent pattern of effectiveness in teaching. Tenure will not be granted unless the candidate is deemed to be a strong teacher and demonstrates a commitment to lifelong improvement of his or her instructional proficiencies. Evidence of satisfactory performance in teaching may include one or more of the following:
  - 5.4.1. Consistently high or improving, student evaluations for teaching. Note: Past student evaluations of teaching are available on *myUTTyler*.
  - 5.4.2. Evidence that evaluations reflecting substandard teaching were used to take corrective actions resulting in improved subsequent evaluations.
  - 5.4.3. Evidence of active participation in activities and programs designed to improve teaching effectiveness, including evidence of changes implemented to improve teaching, and/or development of more effective teaching methods.

## 5.5. Research (or creative activity) Criteria

- 5.5.1. The purpose of research is to enhance the learning environment, and to contribute to the body of knowledge and understanding in the discipline. For tenure to be granted, a faculty member must have established a strong, consistent, and progressive pursuit of research and scholarship and must demonstrate a commitment to continue making intellectual contributions throughout his or her career.
- 5.5.2. The quality of each scholarly/creative activity is evaluated on the basis of the scholarly impact of the activity. This is indicated by such things as: the academic reputation of the journal in which the activity is published; the academic reputation of the meeting at which the activity is presented; the rigor required to publish or present the activity; citation of the activity by others; recognition of the activity by funding agencies; and contribution of the specific faculty member when there are multiple contributors.
- 5.5.3. Work done while a faculty member at UT Tyler is of much greater significance (carries more weight in the evaluation) than other work. An exception to this may be made in the evaluation of a faculty member with less than two years of service at UT Tyler.
- 5.5.4. The quantity of research or creative activities is evaluated on the basis of the total number of all pertinent activities. Normally, a faculty member should author at least one publication per year in a peer-reviewed journal, including one publication as the senior author every other year. Senior author is defined as the individual primarily responsible for funding, developing, and directing the work. Generally, the senior author is listed either in the first or last position in the publication. Deviation from this pattern should be identified in the candidate's portfolio. For example, a publication authored by the faculty member but with the faculty member's student advisee as first author shall be equivalent to a publication as first author.
- 5.5.6. Expectations regarding research (or creative activity) for a given faculty member may be adjusted from the norm in inverse proportion to expectations regarding teaching. Such adjustment of expectations must be clearly delineated and mutually agreed upon by the faculty member and the Department Chair. Adjustment of expectations apply only to a given annual evaluation period, and must be written and signed by the faculty member and Department Chair before the first day of classes of the applicable evaluation period.

## 5.6. Service Criteria

- 5.6.1. Faculty in the Department are expected to be significantly involved in service to the Department, College, and University each year. Normally, however, the areas of teaching and research (or creative activity) are weighted more heavily than service.
- 5.6.2. The quality of each service activity is evaluated on the basis of the impact of the service. This is indicated by such things as: the number of people served; the significance of the service in terms of effect on lives of people, organizations, communities, or the like; the qualifications required for the service; the academic prestige associated with the service; and citation of the activity by others.
- 5.6.3. The quantity of service activities is evaluated on the basis of number of activities and, more importantly, amount of time and effort involved in given activities.

#### 5.7. Collegiality Criteria

- 5.7.1. Collegiality is a professional, not personal, criterion indicative of a faculty member's participation in the affairs of and performance of duties within the Department, the College, and the University. The concept of collegiality is not to be confused with sociability, likeability, or conformity to certain views. The University of Texas at Tyler and the Department of Health & Kinesiology strongly believe in the concept of academic freedom and recognize that there may be fundamentally differing opinions among the faculty at the intellectual level. However, there must be professionalism, respect, and a constructive attitude to move forward for the good of the students, the profession, and the missions of the department, college, and university. Collegiality may include working cooperatively and constructively within the department, college, and university, engaging in shared governance, and maintaining a high standard of professional integrity in dealing with colleagues and students. Evidence of collegiality may include, but is not limited to:
  - Faculty responsibilities for governance.
  - Committee participation.
  - Mentorship and leadership within the department and college.

### **6.0. Criteria for Granting of Tenure for a Professor or Promotion to Professor**

- 6.1. Promotion to full professor with tenure in the Department of Health & Kinesiology is in recognition of exemplary job performance and scholarly productivity, and an outstanding reputation within the field. The time of service as Associate Professor should in no way influence the decision to recommend promotion to Professor. For example, a short time of service at the Associate rank should not deter exceptional faculty members from seeking promotion. Likewise,

a long period of service at the Associate rank should not be interpreted as a qualification for promotion to Professor.

- 6.2. All criteria listed in the previous section for promotion to Associate Professor shall also apply to promotion to Professor, plus the additional criteria listed in this section.
- 6.3. A candidate for the rank of Professor must demonstrate a record of distinction in research and either teaching or service.
- 6.4. Evidence of Distinction in Teaching may include the following:
  - 6.4.1. Leadership in development of new courses or programs.
  - 6.4.2. Outstanding student evaluations of teaching.
  - 6.4.3. Annual performance evaluations indicating exceptional teaching.
  - 6.4.4. Significant awards for teaching.
- 6.5. Evidence of Distinction in Research may include the following:
  - 6.5.1. Judgment of distinction in research based on written opinions of external reviewers who hold the rank of Professor at institutions similar to UT Tyler and are recognized as outstanding researchers in the candidate's field.
  - 6.5.2. Evidence of a substantial body of published work on an independent line of research.
  - 6.5.3. Evidence of a national or international reputation based on consistent publications, external funding, membership on editorial review boards or grant review panels, or similar activities.
- 6.6. Evidence of Distinction in Service may include the following:
  - 6.6.1. Leadership on Departmental, College, or University Committees.
  - 6.6.2. Leadership in community outreach programs.
  - 6.6.3. Leadership in regional, national or international professional organizations.

## APPENDIX A

**Calendar for tenure and promotion process from initiation until the candidate's portfolio is forwarded to the college.**

<b>Target Deadline</b>	<b>Action</b>	<b>Responsible Party</b>
<b>May 1</b>	Faculty eligible for consideration for tenure and/or promotion in the following academic year are notified.	Department Chair
<b>June 1</b>	Candidate notifies Department Chair in writing of intent to seek tenure and/or promotion.	Candidate
<b>July 1</b>	Candidate submits a list of 5 potential external reviewers to the Chair, along with a current CV.	Candidate
<b>July 15</b>	Chair submits candidate's list, plus a list of 5 additional potential external reviewers to the Dean	Department Chair
<b>August 1</b>	Dean notifies Department Chair of potential external reviewers selected from candidate's and chair's lists.	Dean
<b>August</b>	Department Chair solicits external reviews from selected reviewers.	Department Chair
<b>October 1</b>	Candidate submits T&P portfolio to the Department Chair.	Candidate
<b>October</b>	Chair adds external reviews to the candidate's portfolio and activates the Departmental T&P Committee.	Department Chair
<b>October 15</b>	Department T&P Committee meets to discuss the candidate and votes by secret ballot. Note: tenure and promotion are to be considered and voted upon separately.	Department T&P Committee
<b>October 31</b>	T&P Committee submits a letter to the Chair recommending for or against granting of tenure or promotion. Letter should include a tally of votes and signatures of each member of the Committee.	Department T&P Committee
<b>November 7</b>	The Chair will prepare a written summary and recommendation for or against tenure or promotion. If the recommendation of the Chair differs from the recommendation of the Departmental T&P Committee, the chair of the Committee will be notified before the Chair's recommendation is submitted to the College.	Department Chair
<b>November 15</b>	The Chair submits the written summary and recommendation for or against tenure or promotion to the College T&P Committee. If this recommendation differs from the recommendation of the Departmental T&P Committee, the Committee may submit a dissenting report to the College Committee.	Department Chair

**APPENDIX B**  
**Third-Year Pre-Tenure Review**

The Department Chair will conduct annual evaluations of tenure-track faculty based on these guidelines. Annual evaluations will take place in the spring semester for the preceding calendar year. The Department Chair will provide annual written and verbal feedback on the progress of the faculty member towards tenure and promotion. Additionally, in the spring semester of the third year of employment (i.e. midpoint of probationary period), the candidate will submit his or her tenure and promotion portfolio (i.e. covering time since employment instead of one calendar year), which will be evaluated and voted on by the Departmental Tenure and Promotion Committee. The Departmental T&P Committee will then make a recommendation to the Department Chair regarding acceptable or unacceptable progress towards tenure. The Department Chair will independently evaluate the portfolio and meet with the faculty member to discuss the results. For third-year review candidates, the process will end at this point, and a written evaluation of the candidate's progress towards tenure and promotion, along with the results of the Departmental T&P Committee vote, will be entered into the candidate's file. Review of third-year candidates by external reviewers will not be performed.

**Calendar for Third-Year Pre-Tenure Review**

<b>Target Deadline</b>	<b>Action</b>	<b>Responsible Party</b>
<b>February 15</b>	Tenure-track faculty in third year submit T&P portfolio to Department Chair.	Candidate
<b>March 1</b>	Department T&P Committee meets to discuss the candidate and votes by secret ballot.	Department T&P Committee
<b>March 15</b>	T&P Committee submits a letter to the Chair recommending for or against acceptable progress towards tenure. Letter should include a tally of votes and signatures of each member of the Committee.	Department T&P Committee
<b>April 1</b>	The Chair will prepare a written summary and evaluation for or against acceptable progress towards tenure, and schedule a meeting with the candidate to discuss the evaluation.	Department Chair

**APPENDIX C**  
**Post-Tenure Review**

UT Tyler and the Texas Education Code Sec. 51.942 (c) (1) requires tenured faculty to undergo a comprehensive performance evaluation at least once every six years. For details of the UT Tyler policy see the Handbook of Operating Procedures. The Department of Health & Kinesiology will conduct post-tenure review of tenured faculty every sixth year following granting of tenure. Departmental procedures for the post-tenure review will follow the UT Tyler procedure ([www.uttyler.edu/ohr/hop/documents/3.3.6%20Periodic%20Performance%20Evaluation%20of%20Tenured%20Faculty.pdf](http://www.uttyler.edu/ohr/hop/documents/3.3.6%20Periodic%20Performance%20Evaluation%20of%20Tenured%20Faculty.pdf))

- Faculty to be reviewed will prepare the following documents to be posted on their FAC180 page:
  - o Updated curriculum vita
  - o Annual evaluation reports since last comprehensive review (i.e. since gaining tenure or since last post-tenure review; should be 5 annual evaluation reports).
  - o A summative report of student evaluations since last comprehensive evaluation.
  - o A summative report of any peer evaluations of teaching since last comprehensive evaluation (optional).
  - o A summary statement of professional accomplishments since last comprehensive evaluation.

**Calendar for Post-Tenure Review**

<b>Target Deadline</b>	<b>Action</b>	<b>Responsible Party</b>
<b>May 1</b>	Faculty requiring sixth-year post-tenure review will be notified in May of their fifth year.	Department Chair
<b>November 1</b>	Candidate submits required documents via FAC180.	Candidate
<b>November 30</b>	Department T&P Committee meets to discuss the candidate and votes by secret ballot. This committee will consist of all tenured faculty in the Department holding the equal or higher academic rank.	Department T&P Committee
<b>December 10</b>	T&P Committee submits a letter to the Chair recommending for or against acceptable progress as tenured faculty.	Department T&P Committee
<b>December 20</b>	The Chair will prepare a written summary and recommendation for or against satisfactory performance as tenured faculty, and meet with candidate to discuss evaluation.	Department Chair
<b>January 20</b>	Deadline for candidate to file a response to evaluation or add additional information to their review material.	Candidate
<b>January 30</b>	The Department Chair will submit his/her review (along with candidate response, if applicable) to the Dean.	Department Chair