

1 **DELTA STATE UNIVERSITY PROMOTION**
2 **POLICIES AND PROCEDURES**
3 **FOR TEACHING FACULTY**

4 **ACADEMIC RANKS**

5 Delta State University faculty appointments are at the ranks of Professor, Associate
6 Professor, Assistant Professor, and Instructor. Initial appointment to rank is determined
7 at the time of hire by the department/division chair in consultation with the departmental
8 tenure and promotion committee and the dean and is based on academic credentials
9 and/or exceptional discipline-related experience as defined by appropriate accrediting
10 agencies. The normal minimum standards for these ranks are given below:

11 Instructor: A Master's degree in the appropriate field.

12 Assistant Professor: A terminal degree in the appropriate field and potential for
13 achievement in teaching, scholarship, and service.

14 Associate Professor: (1) Six years of university teaching experience or equivalent
15 professional experience. (2) A minimum of three years experience at the rank of
16 Assistant Professor. (3) Documentation of effectiveness in teaching. (4) Documentation
17 of scholarship or creative activities. (5) Documentation of professional, university, and
18 community service.

19 Professor: (1) Twelve years of university teaching experience or equivalent
20 professional experience. (2) A minimum of five years experience at the rank of Associate
21 Professor. (3) Documentation of sustained effectiveness in teaching. (4) Documentation
22 of substantial accomplishment in scholarship or creative activities which has led to

23 recognition in professional circles at the state, regional, or national level. (5)
24 Documentation of leadership in the form of service to the community, the profession, and
25 the university.

26 **CRITERIA FOR AWARDING PROMOTION**

27 Decisions in favor of awarding promotion are made in recognition of accomplishments in
28 response to the following criteria: teaching, scholarship, and service, as well as the
29 appropriate academic background for a tenure appointment. Evaluation shall be based on
30 all three areas although it is realized that differences in emphasis may exist, depending on
31 the academic discipline. Each of the criteria is defined below.

32 **TEACHING DEFINED.** Delta State University is primarily a teaching institution.

33 Therefore, effective teaching and efforts to support an environment where teaching and
34 learning are nurtured are considered essential requirements for consideration for
35 promotion. Effective teachers demonstrate qualities that may include the following: high
36 academic standards, concern for learning, a thorough knowledge of the subject, good
37 organization of subject matter and course syllabi, incorporation of research in
38 instructional settings, excellent communication skills, respect toward students, fairness in
39 examinations and grading, and willingness to experiment with new teaching methods.

40 Contributions to the teaching, learning, and academic support environment include, but
41 are not limited to, developing and implementing new courses and programs, developing
42 instructional materials, participating in faculty development initiatives, using new
43 technologies and methodologies for accessing information, and incorporating new
44 strategies for enhancing student learning.

45 **SCHOLARSHIP DEFINED.** Delta State University recognizes the important
46 contributions that scholarship makes in the advancement of a profession or discipline and
47 as an important component of the teaching/learning process. Scholarly inquiry and
48 learning vary by discipline and are reflected in, but are not limited to, the following:
49 dissemination of research and scholarly findings through books, journal articles,
50 monographs, and presentations at professional meetings; presentation of creative
51 achievements through exhibitions, performances, and publications; development of new
52 research methodologies; grants or contracts that support scholarly and creative activity;
53 honors and awards for significant scholarly and creative activity, and participation as an
54 editor and/or referee in support of scholarly and creative publications.

55 **SERVICE DEFINED.** Delta State recognizes the importance of service as a part of
56 its mission. The service component is based on performance in three areas: service to the
57 faculty member's academic profession, service to the University, and public service to the
58 community that is related to the faculty member's academic discipline. Efforts to
59 advance accreditation-related initiatives, such as the Quality Enhancement Plan, shall be
60 considered as service to the University.

61 **DEPARTMENT/DIVISION TENURE AND PROMOTION**

62 **COMMITTEE**

63 Each academic department/division in the University shall have a standing tenure and
64 promotion committee. This committee shall consist of at least three persons. All of the
65 tenured faculty members of the department/division, excluding the department/division
66 chair, shall serve on the committee. If there are not enough tenured faculty members
67 within the division/department to meet this criterion, the tenured faculty, in consultation

68 with the department/division chair, shall appoint tenured faculty to the committee to meet
69 the required criterion of at least three persons. The committee members shall come from
70 tenured faculty within the same college or school or from tenured faculty in the same
71 discipline outside the University. Department/division chairs shall notify candidates for
72 promotion of the non-departmental appointees to the committee reviewing their
73 application prior to the initiation of their review for promotion. Any concerns of the
74 candidate regarding non-departmental appointees shall be forwarded to the Chair of the
75 University Tenure and Promotion Committee, who shall meet with the departmental
76 tenure and promotion committee to seek resolution. In the absence of agreement, the
77 Provost will mediate a resolution. The department/division tenure and promotion
78 committee shall have the responsibility for reviewing portfolios of candidates for
79 promotion and making recommendations, with reasons, as to whether promotion should
80 be granted. The committee shall also be responsible, with assistance from the
81 department/division chair and tenure-track faculty, for recommending promotion
82 procedures and for recommending guidelines for the portfolio to be used by candidates
83 from that department/division for tenure or promotion consideration.

84 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

85 Membership

- 86 • The University T & P Committee shall be composed of eleven tenured faculty
87 members, three from the College of Arts & Sciences, three from the College
88 of Business, three from the College of Education, one from the School of
89 Nursing, and one from Library Services.
- 90 • No two members shall be from the same department/division.

- 91 • Members shall be elected by the tenured and tenure-track faculty in the college
92 or school they represent and shall serve for staggered three-year terms.

93 Committee Chair

- 94 • The chair shall rotate among the colleges and schools based on the following
95 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services
- 96 • The faculty member within the appropriate college/unit with the most longevity of
97 service on the committee shall serve as chair.
- 98 • The chair will
- 99 ◆ Make contact with each faculty member who has applied for tenure and/or
100 promotion to assess his/her perception of compliance, by the respective
101 department/division committees, chairs, and deans, with university policies
102 and procedures.
- 103 ▪ Any complaints of non-compliance by a faculty member will be
104 noted and discussed by the committee.
- 105 ◆ If necessary, meet with the appropriate college/school dean(s) to seek
106 resolution of any policy compliance issues.
- 107 ◆ Submit a letter to the Provost/VPAA
- 108 ▪ If compliance issues are identified and not resolved in the meeting
109 with the college/school dean, the letter will identify the issue(s),
110 report the committee's discussion regarding the disposition of the
111 application, report the committee's vote, and recommend either
112 delaying action on the application or allowing the application to
113 proceed.
- 114 ▪ If there are no compliance issues, the letter will indicate that and
115 recommend further consideration of each applicant.

116 Charge

- 117 • To advise and consult with the Provost/Vice President for Academic Affairs on
118 criteria, policies, and procedures related to tenure and promotion.
- 119 • To review all tenure and promotion policy recommendations transmitted from
120 department/division committees (not faculty portfolios) to ensure compliance with
121 Board, University, and department/division policies and timelines.

122 Meeting Procedure

- 123 • The members of the T & P Committee will meet during the first two weeks of
124 March to review tenure/promotion documents for policy compliance.
- 125 • All proceedings by this committee are strictly confidential in nature.
- 126 • All members of the committee will independently review the candidates' letters
127 from the department/division tenure and promotion committee chair, the
128 department/division chair, and the dean at the scheduled meeting.
- 129 • Following the review, the committee will deliberate and vote.
- 130 • A simple majority vote is required for the committee to recommend that the
131 process complies with Board, University, and department/division policies for a
132 given candidate.

133 Guideline for Recommending Further Consideration of an Applicant

- 134 • By a simple majority vote the T & P Committee will determine whether to
135 recommend that an applicant be given further consideration.

136 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

137 The University shall have a standing tenure and promotions appeals committee. The
138 Tenure and Promotions Appeals Committee shall consist of three tenured faculty
139 members at the rank of Professor. No two members of the committee shall be from the
140 same college or school, nor shall they be members of the University Tenure and

141 Promotion Committee. The members shall be appointed by the Faculty Senate as a
142 standing committee at the beginning of the academic year and shall serve one-year terms.
143 Committee members shall not hear appeals from members of their respective academic
144 department/division. If a member of the committee cannot hear a particular appeal, the
145 Faculty Senate Chair shall appoint a temporary replacement.

146 **PROCEDURES**

147 **APPLICATION FOR PROMOTION.** Application for promotion will be
148 initiated by the faculty member. When a faculty member has met the criteria for
149 promotion to the next higher rank, the faculty member shall notify the chair of the
150 department/division tenure and promotion committee in writing of his/her desire to be
151 considered for promotion by September 1. Application for promotion must be submitted
152 by December 1 of the academic year in which the candidate wishes to be considered.
153 Since the probationary period in a tenure-track position is six years, and the period of
154 service for promotion to the rank of Associate Professor is also six years, a faculty
155 member may be considered for tenure and promotion to that rank simultaneously.

156 **PRE-TENURE AND PRE-PROMOTION REVIEW.** By February 1 of a
157 faculty member's second year and fourth year in a probationary appointment at the
158 University, the faculty member shall submit his/her portfolio to the chair of the
159 department/division's tenure and promotion committee. This committee shall review the
160 portfolio and make written recommendations and shall, by March 1, forward the portfolio
161 and the committee's written recommendations to the department/division chair. The
162 department/division chair shall review the portfolio and make written recommendations
163 and shall, by March 15, forward the portfolio and the chair's recommendations and the

164 department/division tenure and promotion committee's recommendations to the dean.
165 The dean shall review the portfolio and make written recommendations and shall, by
166 April 1, forward the portfolio and all written recommendations to date to the faculty
167 member. Copies of all written recommendations to date shall be retained in the dean's
168 office and in the department/division office. In cases where minimal progress is made
169 between the second year and fourth year, as determined by the committee, the
170 department/division chair, or the dean, the faculty member shall, in consultation with the
171 chair, develop and have on file in the dean's office, by May 1, a plan of action for
172 improvement. This pre-tenure and pre-promotion review process shall serve as a
173 mentoring function for the faculty member to identify strengths and weaknesses, not as a
174 vote on tenure/promotion consideration.

175 **PORTFOLIOS.** Faculty who are eligible for consideration for promotion shall
176 compile and maintain a portfolio that provides evidence of their accomplishments in
177 response to all three criteria used to make promotion decisions. These include teaching,
178 scholarship, and service. Unless otherwise specified in the faculty member's contract, the
179 primary emphasis among the three criteria shall be teaching. Evaluation shall be based on
180 all three areas although it is realized that differences in emphasis may exist, depending on
181 the academic discipline and the nature of the faculty member's assignment. Ultimately,
182 the portfolio must demonstrate an excellent record of faculty productivity, through
183 performance on the three criteria, which improves the academic quality of the University.
184 Guidelines and suggestions for portfolios are available through the department/division
185 chair.

186 **PORTFOLIO REVIEW.** A candidate applying for promotion must submit for
187 review, no later than December 1 of the year in which the candidate is being considered

188 for promotion, his/her portfolio to the department/division chair, who then forwards it by
189 December 5 to the department/division tenure and promotion committee. The
190 department/division chair forwards a list of tenure and promotion candidates for his/her
191 department/division to the College or School dean, University T & P Committee chair,
192 and the Provost/Vice President for Academic Affairs by December 1. The
193 department/division committee for tenure and promotion shall meet and make its
194 recommendation (with reasons) as to whether promotion should be granted to the
195 candidate and forward the portfolio and recommendation to the department/division chair
196 by February 1. The department/division tenure and promotion committee will send a
197 copy of the recommendation letter to the candidate. The department/division chair shall
198 review the portfolio and make a recommendation (with reasons) regarding the award of
199 promotion and shall transmit to the appropriate college or school dean the portfolio and
200 both recommendations by February 15. The department/division chair will send a copy
201 of his/her recommendation to the candidate. The college or school dean shall review the
202 portfolio and make a recommendation (with reasons). If the dean's recommendation for
203 promotion is in disagreement with the recommendation of the department/division
204 committee, it shall be the responsibility of the dean to meet with the department/division
205 committee to inform the members of such and provide an explanation. The dean will
206 send a copy of his/her recommendation to the candidate. By March 1, the dean shall send
207 the portfolio and the recommendations from the department/division committee, the
208 chair, and the dean to the Provost/Vice President for Academic Affairs. The dean shall
209 send a copy of all recommendations to the chair of the University T & P Committee. The
210 University T & P Committee shall schedule a meeting during the first two weeks of
211 March to review the recommendations for compliance with Board, University, and

212 department/division policies and procedures. The committee chair shall contact all
213 promotion candidates to identify any potential grievance and/or concern. In the event
214 procedural problems and/or concerns are discovered, the chair of the University T & P
215 Committee shall meet with the appropriate college or school dean to seek resolution.
216 Annotation of any unresolved procedural problems shall be forwarded by the chair of the
217 University T & P Committee to the Provost/Vice President for Academic Affairs as soon
218 as possible after the meeting of the University T & P Committee and no later than the
219 fourth Friday in March. The Provost/Vice President for Academic Affairs shall review
220 each candidate's portfolio and make a recommendation (with reasons) regarding the
221 award of promotion and shall forward the portfolios and the promotion recommendations
222 to the President by April 1, citing any unresolved procedural problems and/or concerns
223 from the University T & P Committee. If the recommendation regarding promotion from
224 the Provost/Vice President for Academic Affairs or the President is in disagreement with
225 any of the previous recommendations, it shall be the responsibility of the Provost/Vice
226 President for Academic Affairs or the President to inform the candidate, the
227 department/division tenure and promotion committee chair, the department/division
228 chair, the dean, and the chair of the University T & P Committee and provide an
229 explanation. Upon approval by the President, successful candidates for promotion shall
230 be notified in writing by May 1 by the Provost/Vice President for Academic Affairs.

231 **APPEAL.** Candidates who are not recommended for promotion shall be notified in
232 writing by the Provost/Vice President for Academic Affairs by April 15. Faculty members
233 who wish to appeal must refer the case to the University Tenure and Promotions Appeals
234 Committee by May 1. This committee shall hold a hearing within fifteen days to review

235 the decision and submit a recommendation to the President, who shall make a final

236 determination within seven days and notify the candidate of such in writing.

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