

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

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4 Tenure serves the best interests of the faculty and the University by protecting faculty  
5 members from dismissal except for reasons set forth by policies of the IHL Board of  
6 Trustees. In our society we regard the acquisition of knowledge to be of paramount  
7 importance; and society, through enlightened self-interest, provides the University as a  
8 place for teaching and learning. Tenure in universities provides protection that scholars  
9 require and serves society's aspirations that scholars should have freedom of expression.

10 **TENURE DEFINED**

11 Tenure is defined by the IHL Board of Trustees as continuing employment that may be  
12 granted to a faculty member after a probationary period upon nomination by the President  
13 for election by the IHL Board of Trustees. Faculty are tenured to a department/division,  
14 unless otherwise designated by the IHL Board of Trustees. For the University it is a  
15 safeguard of academic freedom and a reflection of the quality of education offered. For  
16 the faculty member it is a privilege granted by the University to faculty who have  
17 demonstrated their value to the academic quality of the institution over an extended  
18 period of time.

19 **ELIGIBILITY FOR TENURE**

20 All faculty employed in a position designated as tenure-track at the time of initial  
21 appointment to rank at the assistant professor level or higher who have satisfied the  
22 minimum requirement for years of service in a probationary appointment shall be  
23 considered for tenure.

24 **PROBATIONARY APPOINTMENTS**

25 In accordance with IHL Board of Trustees policy, probationary appointments are for one  
26 year, or for other stated periods, subject to renewal.

27 **LENGTH OF PROBATIONARY PERIOD**

28 The probationary period in a tenure-track position is six years. Upon written agreement  
29 between the institution and the faculty member at the time of initial appointment to rank,  
30 credit up to a maximum of five years toward fulfillment of the minimum probationary  
31 period may be allowed for service in rank at other institutions of higher education. In  
32 special cases, the Provost/Vice President for Academic Affairs, upon the  
33 recommendation of the college or school dean, may grant credit for exemplary service  
34 not in rank. Such credit shall be awarded only to individuals who possess exceptional  
35 professional qualifications and achievements and is not to be construed as exempting  
36 such individuals from other institutional policies and procedures governing the awarding  
37 of tenure. Faculty members who transfer from one institution to another within the  
38 Mississippi system are subject to the same probationary period in a given institution as  
39 any other faculty member who is new to the system. At the time of initial employment by  
40 the Board, a faculty member or an administrative employee whose preceding  
41 employment included faculty rank at the assistant professor level or higher and tenure  
42 may be granted tenure only if so recommended by the President and approved by the IHL  
43 Board of Trustees. In extraordinary circumstances, (e.g., extended medical leave,  
44 educational leave), faculty may submit a request for a suspension of the length of the  
45 probationary period. Requests shall be submitted to the college or school dean for  
46 approval by the Provost/Vice President for Academic Affairs.

47 **TENURE NOTIFICATION**

48 Once the probationary period has been completed, a faculty member, if reappointed, may  
49 be considered for tenure. For tenure to be awarded, the President must make a  
50 recommendation to the IHL Board of Trustees in writing. The award of tenure is not  
51 vested until notice of the award is given in writing by the President, after approval by the  
52 IHL Board of Trustees, and the written notice is actually received by the faculty member.

53 **NOTICE OF NON-RENEWAL OF TENURE TRACK**

54 **FACULTY**

55 The notice that a probationary appointment is not to be renewed shall be furnished in  
56 writing by the Provost/Vice President for Academic Affairs to the faculty member  
57 according to the following schedule: (1) not later than March 1 for faculty in the first year  
58 of service at the institution, (2) not later than December 1 for faculty in the second year of  
59 service at the institution, (3) not later than September 1 for faculty who have completed  
60 two or more years of service at the institution. This schedule of notification does not  
61 apply to persons holding temporary or part-time positions, or persons with courtesy  
62 appointments, such as adjunct appointments.

63 **CRITERIA FOR AWARDING TENURE**

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

69 **TEACHING DEFINED**

70 Delta State University is primarily a teaching institution. Therefore, effective teaching  
71 and efforts to support an environment where teaching and learning are nurtured are  
72 considered essential requirements for tenure consideration. Effective teachers  
73 demonstrate qualities which may include the following: high academic standards,  
74 concern for learning, a thorough knowledge of the subject, good organization of subject  
75 matter and course syllabi, incorporation of research in instructional settings, excellent  
76 communication skills, respect toward students, fairness in examinations and grading, and  
77 willingness to experiment with new teaching methods. Contributions to the teaching,  
78 learning, and academic support environment include, but are not limited to, developing  
79 and implementing new courses and programs, developing instructional materials,  
80 participating in faculty development initiatives, using new technologies and  
81 methodologies for accessing information, and incorporating new strategies for enhancing  
82 student learning.

83 **SCHOLARSHIP DEFINED**

84 Delta State University recognizes the important contributions that scholarship makes in  
85 the advancement of a profession or discipline and as an important component of the  
86 teaching/learning process. Scholarly inquiry and learning vary by discipline and are  
87 reflected in, but are not limited to, the following: dissemination of research and scholarly  
88 findings through books, journal articles, monographs, and presentations at professional  
89 meetings; presentation of creative achievements through exhibitions, performances, and  
90 publications; development of new research methodologies; grants or contracts that  
91 support scholarly and creative activity; honors and awards for significant scholarly and

92 creative activity, and participation as an editor and/or referee in support of scholarly and  
93 creative publications.

#### 94 **SERVICE DEFINED**

95 Delta State recognizes the importance of service as a part of its mission. The service  
96 component is based on performance in three areas: service to the faculty member's  
97 academic profession, service to the University, and public service to the community that  
98 is related to the faculty member's academic discipline. Efforts to advance accreditation-  
99 related initiatives, such as the Quality Enhancement Plan, shall be considered as service  
100 to the University.

#### 101 **DEPARTMENT/DIVISION TENURE AND PROMOTION**

#### 102 **COMMITTEE**

103 Each academic department/division in the University shall have a standing tenure and  
104 promotion committee. This committee shall consist of at least three persons. All of the  
105 tenured faculty members of the department/division, excluding the department/division  
106 chair, shall serve on the committee. If there are not enough tenured faculty members  
107 within the division/department to meet this criterion, the tenured faculty, in consultation  
108 with the department/division chair, shall appoint tenured faculty to the committee to meet  
109 the required criterion of at least three persons. The committee members may come from  
110 tenured faculty within the same college or school or from tenured faculty in the same  
111 discipline outside the University. Department/division chairs shall notify tenure  
112 candidates of the non-departmental appointees to the committee reviewing their  
113 application prior to the initiation of their review. Any concerns of the candidate  
114 regarding non-departmental appointees shall be forwarded to the chair of the University

115 Tenure and Promotion (T & P) Committee, who shall meet with the departmental tenure  
116 and promotion committee to seek resolution. In the absence of agreement, the Provost  
117 will mediate a resolution. The department/division tenure and promotion committee shall  
118 have the responsibility for reviewing portfolios of candidates for tenure and making  
119 recommendations, with reasons, as to whether tenure should be granted. The committee  
120 shall also be responsible, with assistance from the department/division chair and tenure-  
121 track faculty, for recommending tenure and promotion procedures and for recommending  
122 guidelines for the portfolio to be used by candidates from that department/division for  
123 tenure or promotion consideration.

## 124 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

### 125 Membership

- 126 • The University T & P Committee shall be composed of eleven tenured faculty  
127 members, three from the College of Arts & Sciences, three from the College of  
128 Business, three from the College of Education, one from the School of Nursing,  
129 and one from Library Services.
- 130 • No two members shall be from the same department/division.
- 131 • Members shall be elected by the tenured and tenure-track faculty in the college or  
132 school they represent and shall serve for staggered three-year terms.

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### 134 Committee Chair

- 135 • The chair shall rotate among the colleges and schools based on the following  
136 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services.
- 137 • The faculty member within the appropriate college/unit with the most longevity of  
138 service on the committee shall serve as chair.

- 139 • The chair will  
140 ♦ Make contact with each faculty member who has applied for tenure and/or  
141 promotion to assess his/her perception of compliance, by the respective  
142 department/division committees, chairs, and deans, with university policies  
143 and procedures.
- 144       ▪ Any complaints of non-compliance by a faculty member will be  
145 noted and discussed by the committee.
- 146 ♦ If necessary, meet with the appropriate college/school dean(s) to seek  
147 resolution of any policy compliance issues.
- 148 ♦ Submit a letter to the Provost/VPAA.
- 149       ▪ If compliance issues are identified and not resolved in the meeting  
150 with the college/school dean, the letter will identify the issue(s),  
151 report the committee's discussion regarding the disposition of the  
152 application, report the committee's vote, and recommend either  
153 delaying action on the application or allowing the application to  
154 proceed.
- 155       ▪ If there are no compliance issues, the letter will indicate that and  
156 recommend further consideration of each applicant.

157 Charge

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

163 Meeting Procedure

- 164 • The members of the T & P Committee will meet during the first two weeks of  
165 March to review tenure/promotion documents for policy compliance.
- 166 • All proceedings by this committee are strictly confidential in nature.
- 167 • All members of the committee will independently review the candidates' letters  
168 from the department/division tenure and promotion committee chair, the  
169 department/division chair, and the dean at the scheduled meeting.
- 170 • Following the review, the committee will deliberate and vote.
- 171 • A simple majority vote is required for the committee to recommend that the  
172 process complies with Board, University, and department/division policies for a  
173 given candidate.

174 Guideline for Recommending Further Consideration of an Applicant

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

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178 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

179 The University shall have a standing tenure and promotions appeals committee. The  
180 Tenure and Promotions Appeals Committee shall consist of three tenured faculty  
181 members at the rank of Professor. No two members of the committee shall be from the  
182 same college or school, nor shall they be members of the University Tenure and  
183 Promotion Committee. The members shall be appointed by the Faculty Senate as a  
184 standing committee at the beginning of the academic year and shall serve one-year terms.  
185 Committee members shall not hear appeals from members of their respective academic

186 department/division. If a member of the committee cannot hear a particular appeal, the  
187 Faculty Senate Chair shall appoint a temporary replacement.

## 188 **PROCEDURES**

189 **TENURE APPLICATION.** Consideration for tenure shall not be deferred beyond  
190 the sixth full year of service in the probationary period. Department/division chairs shall  
191 notify faculty in writing of their eligibility for tenure consideration by October 1 of the  
192 sixth year of service. By the end of six years in the probationary period in a tenure-track  
193 position a faculty member shall be awarded tenure or given a terminal contract for the  
194 seventh year.

195 **PRE-TENURE AND PRE-PROMOTION REVIEW.** By February 1 of a  
196 faculty member's second year and fourth year in a probationary appointment at the  
197 University, the faculty member shall submit his/her portfolio to the chair of the  
198 department/division's tenure and promotion committee. This committee shall review the  
199 portfolio and make written recommendations and shall, by March 1, forward the portfolio  
200 and the committee's written recommendations to the department/division chair. The  
201 department/division chair shall review the portfolio and make written recommendations,  
202 and shall, by March 15, forward the portfolio, the chair's recommendations, and the  
203 department/division tenure and promotion committee's recommendation to the dean. The  
204 dean shall review the portfolio and make written recommendations and shall, by April 1,  
205 forward the portfolio and all written recommendations to the faculty member. Copies of  
206 all written recommendations to date shall be retained in the dean's office and in the  
207 department/division office. In cases in which minimal progress is made between the  
208 second year and fourth year, as determined by the committee, the department/division

209 chair, or the dean, the faculty member shall, in consultation with the department/division  
210 chair, develop and have on file in the dean's office, by May 1, a plan of action for  
211 improvement. This pre-tenure and pre-promotion review process shall serve as a  
212 mentoring function for the faculty member to identify strengths and weaknesses, not as a  
213 vote on tenure/promotion consideration.

214 **PORTFOLIOS.** Faculty who are eligible for tenure consideration shall compile and  
215 maintain a portfolio that provides evidence of their accomplishments in response to all  
216 three criteria used to make tenure decisions. These include teaching, scholarship, and  
217 service. Unless otherwise specified in the faculty member's contract, the primary  
218 emphasis among the three criteria shall be teaching. Evaluation shall be based on all  
219 three areas, although it is realized that differences in emphasis may exist, depending on  
220 the academic discipline and the nature of the faculty member's assignment. Ultimately,  
221 the portfolio must demonstrate an excellent record of faculty productivity, through  
222 performance on the three criteria, which improves the academic quality of the University.  
223 Guidelines and suggestions for portfolios are available through the department/division  
224 chair.

225 **PORTFOLIO REVIEW.** A candidate applying for tenure must submit for review,  
226 no later than December 1 of the year in which the candidate is being considered for  
227 tenure, his/her portfolio to the department/division chair, who then forwards it by  
228 December 5 to the department/division tenure and promotion committee. The  
229 department/division chair forwards a list of tenure and promotion candidates for his/her  
230 department/division to the College or School dean, University T & P Committee chair,  
231 and the Provost/Vice President for Academic Affairs by December 1. The

232 department/division committee for tenure and promotion shall meet and make its  
233 recommendation (with reasons) as to whether tenure should be granted to the candidate  
234 and forward the portfolio and recommendation to the department/division chair by  
235 February 1. The department/division tenure and promotion committee will send a copy  
236 of the recommendation letter to the candidate. The department/division chair shall  
237 review the portfolio and make a recommendation (with reasons) regarding the award of  
238 tenure and shall transmit to the appropriate college or school dean the portfolio and both  
239 recommendations by February 15. The department/division chair will send a copy of  
240 his/her recommendation to the candidate. The college or school dean shall review the  
241 portfolio and make a recommendation (with reasons). If the dean's recommendation for  
242 tenure is in disagreement with the recommendation of the department/division  
243 committee, it shall be the responsibility of the dean to meet with the department/division  
244 committee to inform the members of such and provide an explanation. The dean will send  
245 a copy of his/her recommendation to the candidate. By March 1, the dean shall send the  
246 portfolio and the recommendations from the department/division tenure and promotion  
247 committee, the department/division chair, and the dean to the Provost/Vice President for  
248 Academic Affairs. The dean shall send a copy of all recommendations to the chair of the  
249 University Tenure and Promotion Committee.

250           The University T & P Committee shall schedule a meeting during the first two  
251 weeks of March to review the recommendations for compliance with IHL Board,  
252 University, and department/division policies and procedures. The committee chair shall  
253 contact all tenure candidates to identify any potential grievance and/or concern. In the  
254 event procedural problems and/or concerns are discovered, the chair of the University T

255 & P Committee shall meet with the appropriate college or school dean to seek resolution.  
256 Annotation of any unresolved procedural problems shall be forwarded by the chair of the  
257 University T & P Committee to the Provost/Vice President for Academic Affairs as soon  
258 as possible after the meeting of the University T & P Committee and no later than the  
259 fourth Friday in March. The Provost/Vice President for Academic Affairs shall review  
260 each candidate's portfolio and make a recommendation (with reasons) regarding the  
261 award of tenure and shall forward the portfolio and the tenure recommendations to the  
262 President by April 1, citing any unresolved procedural problems and/or concerns from the  
263 University T & P Committee. If the recommendation regarding tenure from the  
264 Provost/Vice President for Academic Affairs or the President is in disagreement with any  
265 of the previous recommendations, it shall be the responsibility of the Provost/Vice  
266 President for Academic Affairs or the President to inform the candidate, the  
267 department/division tenure and promotion committee chair, the department/division  
268 chair, the dean, and the chair of the University T & P Committee and provide an  
269 explanation. The recommendations for tenure, submitted by the Provost/Vice President  
270 for Academic Affairs and approved by the President, shall be transmitted to the IHL  
271 Board of Trustees for confirmation at its May meeting. Upon Board approval, successful  
272 candidates shall be notified in writing by June 1 by the President.

273 **APPEAL.** Candidates who are not recommended for tenure shall be notified in  
274 writing by the Provost/Vice President for Academic Affairs by April 15. Faculty  
275 members who wish to appeal must refer the case to the University Tenure and  
276 Promotions Appeals Committee by May 1. This committee shall hold a hearing within  
277 fifteen days to review the decision and submit a recommendation to the President, who

278 shall make a final determination within seven days and notify the candidate of such in  
279 writing. Faculty who wish to appeal the final decision of the President to the IHL Board  
280 of Trustees have thirty days to do so effective from the date of notification by the  
281 President and should follow the procedures outlined in section 403.0105 of the Policies  
282 of the IHL Board of Trustees.

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