

1 **DELTA STATE UNIVERSITY TENURE POLICIES**
2
3 **AND PROCEDURES FOR TEACHING FACULTY**
4

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

11 **TENURE DEFINED**

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

20 **ELIGIBILITY FOR TENURE**

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

25 **PROBATIONARY APPOINTMENTS**

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

28 **LENGTH OF PROBATIONARY PERIOD**

29 The probationary period in a tenure-track position is seven years (six years for faculty
30 hired in 2005-06 and after). Upon written agreement between the institution and the
31 faculty member at the time of initial appointment to rank, credit up to a maximum of four
32 years (five years for faculty hired in 2005-06 and after) toward fulfillment of the
33 minimum probationary period may be allowed for service in rank at other institutions of
34 higher education. In special cases, the Provost/Vice President for Academic Affairs, upon
35 the recommendation of the college or school dean, may grant credit for exemplary service
36 not in rank. Such credit shall be awarded only to individuals who possess exceptional
37 professional qualifications and achievements and is not to be construed as exempting
38 such individuals from other institutional policies and procedures governing the awarding
39 of tenure. Faculty members who transfer from one institution to another within the
40 Mississippi system are subject to the same probationary period in a given institution as
41 any other faculty member who is new to the system. At the time of initial employment by
42 the Board, a faculty member or an administrative employee whose preceding
43 employment included faculty rank at the assistant professor level or higher and tenure
44 may be granted tenure only if so recommended by the President and approved by the IHL
45 Board of Trustees. In extraordinary circumstances, (e.g., extended medical leave,
46 educational leave), faculty may submit a request for a suspension of the length of the

47 probationary period. Requests shall be submitted to the college or school dean for
48 approval by the Provost/Vice President for Academic Affairs.

49 TENURE NOTIFICATION

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

55 NOTICE OF NON-RENEWAL OF TENURE TRACK

56 FACULTY

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

65 CRITERIA FOR AWARDED TENURE

66 Decisions in favor of awarding tenure are made in recognition of accomplishments in
67 response to the following criteria: teaching, scholarship, and service, as well as the
68 appropriate academic background for a tenure appointment. Evaluation shall be based on

69 all three areas although it is realized that differences in emphasis may exist, depending on
70 the academic discipline. Each of the criteria is defined below.

71 **TEACHING DEFINED**

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

85 **SCHOLARSHIP DEFINED**

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

92 publications; development of new research methodologies; grants or contracts that
93 support scholarly and creative activity; honors and awards for significant scholarly and
94 creative activity, and participation as an editor and/or referee in support of scholarly and
95 creative publications.

96 **SERVICE DEFINED**

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

103 **DEPARTMENT/DIVISION TENURE AND PROMOTION**

104 **COMMITTEE**

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

115 application prior to the initiation of their review. Any concerns of the candidate
116 regarding non-departmental appointees shall be forwarded to the Chair of the University
117 Tenure and Promotion Committee, who shall meet with the departmental tenure and
118 promotion committee to seek resolution. In the absence of agreement, the Provost will
119 mediate a resolution. The department/division tenure and promotion committee shall
120 have the responsibility for reviewing portfolios of candidates for tenure and making
121 recommendations, with reasons, as to whether tenure should be granted. The Committee
122 shall also be responsible, with assistance from the department/division chair and tenure-
123 track faculty, for recommending tenure and promotion procedures and for recommending
124 guidelines for the portfolio to be used by candidates from that department/division for
125 promotion or tenure consideration.

126 UNIVERSITY TENURE AND PROMOTION COMMITTEE

127 Membership

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

135 136 Committee Chair

- 137 • The Chair shall rotate among the colleges and schools based on the following
138 schedule: Arts & Sciences, Business, Education, Nursing, and Library Services

- 139 • The faculty member within the appropriate college/unit with the most longevity of
140 service on the committee shall serve as Chair
- 141 • The Chair will
142 ♦ make contact with each professor who has applied for tenure and promotion to
143 assess their perception of compliance to university policies and procedures by
144 deans, department committees, and chairs reviewing their respective dossier.
- 145 ▪ Any discrepancies will be noted and discussed by the committee. If
146 necessary, the Provost/VPAA will be made aware of the
147 allegation(s).
- 148 ♦ If necessary, meet with college/school deans to seek resolution of any policy
149 compliance issues.
- 150 ♦ Submit a letter to the Provost/VPAA
- 151 ▪ If compliance issues are identified, the letter will identify the
152 issue(s), reporting the committee's discussion regarding the
153 disposition of the application, reporting the committee's vote and
154 recommend either delay of future action on the application or
155 allowing the application to proceed in the process.
- 156 ▪ If there are no compliance issues, the letter will indicate that and
157 recommend further consideration of each applicant.

158 Charge

- 159 • To advise and consult with the Provost/Vice President for Academic Affairs on
160 criteria, policies, and procedures related to tenure and promotion

161 • To review all tenure and tenure policy recommendations transmitted from
162 department/division committees (not faculty portfolios) to ensure compliance with
163 Board, University, and department/division policies and timelines

164 Meeting Procedure

- 165 • The members of the P&T Committee will meet during the first two weeks of
166 March to review tenure/promotion documents for policy compliance.
- 167 • All proceedings by this committee are strictly confidential in nature.
- 168 • All members of the committee will independently review the candidates' dossiers
169 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 P&T Committee will determine whether to
176 recommend that an applicant be given further consideration

177

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 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 the
190 seventh full year of service in the probationary period (sixth full year of service in the
191 probationary period for faculty hired in 2005-06 and after). Department/division chairs
192 shall notify faculty in writing of their eligibility for tenure consideration by October 1 of
193 the seventh year of service (sixth year of service for faculty hired in 2005-06 and after).
194 By the end of seven years in the probationary period (six years for faculty hired in 2005-
195 06 and after) in a tenure-track position, a faculty member shall be awarded tenure or
196 given a terminal contract for the eighth year (seventh year for faculty hired in 2005-06
197 and after).

198 **PRE-TENURE AND PRE-PROMOTION REVIEW.** By February 1 of a faculty
199 member's third year and fifth year in a probationary appointment at the University
200 (second year and fourth year in a probationary appointment for faculty hired in 2005-06
201 and after), the faculty member shall submit his/her portfolio to the chair of the
202 department/division's tenure and promotion committee. This committee shall review the
203 portfolio and make recommendations in writing to assist the faculty member in advancing
204 in an appropriate manner toward tenure and promotion. The department/division chair
205 and the dean shall also review the portfolio and make written recommendations to the
206 faculty member. Both the committee report and the department/division chair/dean
207 reports are to be on file in the department/division chair's office and in the dean's office

208 by March 15. In cases where minimal progress is made between the third year and fifth
209 year (second year and fourth year for faculty hired in 2005-06 and after) as determined by
210 the committee, the department/division chair, and/or the dean, the faculty member shall,
211 in consultation with the chair, develop and have on file in the dean's office by May 1 a
212 plan of action for improvement. This pre-tenure and pre-promotion review process shall
213 serve as a mentoring function for the faculty member to identify strengths and
214 weaknesses, not as a vote on tenure/promotion consideration.

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

226 **PORTFOLIO REVIEW.** A candidate applying for tenure must submit his/her portfolio
227 to the chair of the department/division tenure and promotion committee for review no
228 later than December 1 of the year in which the candidate is being considered for tenure.
229 The chair of each department/division tenure and promotion committee forwards a list of
230 tenure and promotion candidates for their department/division to the department/division

231 chair, College or School dean, University Tenure and Promotion Committee chair, and
232 the Provost and Vice President for Academic Affairs by December 1. The
233 department/division committee for tenure and promotion shall meet and make its
234 recommendation (with reasons) as to whether tenure should be granted to the candidate
235 and forward the portfolio and recommendation to the department/division chair by
236 February 1. The chair shall also review the portfolio and make a recommendation (with
237 reasons) regarding the award of tenure and shall transmit the portfolio and both
238 recommendations by February 15 to the appropriate college or school dean, who shall
239 also make a tenure recommendation. If the dean's recommendation for tenure is in
240 disagreement with the recommendation of the department/division committee, it shall be
241 the responsibility of the dean to meet with the department/division committee to inform
242 the members of such and provide an explanation. By March 1, the portfolio and the
243 recommendations from the department/division committee, the chair, and the dean shall
244 be sent by the dean to the Provost/Vice President for Academic Affairs. A copy of the
245 recommendations shall be sent by the dean to the Chair of the University Committee on
246 Tenure and Promotion. The University Committee on Tenure and Promotion shall
247 schedule a meeting the third Monday in March to review the recommendations for
248 compliance with IHL Board, University, and department/division policies and
249 procedures. The Committee Chair shall also contact all tenure candidates to identify any
250 potential grievance and/or concern. In the event procedural problems and/or concerns
251 are discovered, the Chair of the University Committee on Tenure and Promotion shall
252 meet with the appropriate college or school dean to seek resolution. Annotation of any
253 unresolved procedural problems shall be forwarded by the college or school dean to the

254 Provost/Vice President for Academic Affairs as soon as possible after the meeting of the
255 University Committee on Tenure and Promotion and no later than the third Monday in
256 March. The Provost/Vice President for Academic Affairs shall also review the portfolio
257 and make a recommendation (with reasons) regarding the award of tenure and shall
258 forward the portfolio and the tenure recommendations to the President by April 1, citing
259 any unresolved procedural problems and/or concerns from the University Tenure and
260 Promotion Committee. If the Provost/Vice President for Academic Affairs' and/or the
261 President's recommendation for tenure is in disagreement with any of the previous
262 recommendations, it shall be the responsibility of the Provost/Vice President for
263 Academic Affairs and/or the President to inform the involved parties and provide an
264 explanation. The recommendations for tenure submitted by the Provost/Vice President
265 for Academic Affairs and approved by the President shall be transmitted to the IHL
266 Board of Trustees for confirmation at its May meeting. Upon Board approval, successful
267 candidates shall be notified in writing by June 1 by the President.

268 **APPEAL.** Candidates who are not recommended for tenure shall be notified in writing
269 by the Provost/Vice President for Academic Affairs by April 15. Faculty members who
270 wish to appeal must refer the case to the University Tenure and Promotions Appeals
271 Committee by May 1. This Committee shall hold a hearing within fifteen days to review
272 the decision and submit a recommendation to the President, who shall make a final
273 determination within seven days and notify the candidate of such in writing. Faculty who
274 wish to appeal the final decision of the President to the IHL Board of Trustees have thirty
275 days to do so effective from the date of notification by the President and should follow
276 the procedures outlined in section 403.0105 of the Policies of the IHL Board of Trustees.

277

278 Approved by Academic Council, 5-10-2000
279 Revised by Academic Council 9-26-2001
280 Revised by Academic Council 4-16-2002
281 Revised by Academic Council May 4, 2004
282 Revised by Academic Council May 3, 2005
283 Revised by Academic Council May 10, 2005
284 Revised by Academic Council (email) December 13, 2005
285 Revised by Academic Council May 2, 2006
286 Revised by Academic Council November 30, 2006
287 Revised by Academic Council 4-24-2007
288 Revised by Academic Council 7-22-08
289 Revised (via email) by Academic Council November 20, 2008
290 Revised by Academic Council August 11, 2009
291 Revised by Academic Council August 25, 2009
292 Cabinet Approval 8-31-2009