

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

4 ACADEMIC RANKS

5 Delta State University faculty appointments are at the ranks of Professor, Associate Professor,
6 Assistant Professor, and Instructor. Minimum standards for these ranks are given below:

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

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

10 Associate Professor: (1) Seven years of university teaching experience, at least three of
11 which must be at the rank of Assistant Professor. (2) Evidence of effectiveness in
12 teaching. (3) Evidence of scholarship or creative activities. (4) Evidence of
13 professional, university, and community service.

14 Professor: (1) Twelve years of university teaching experience, at least five of which
15 must be at the rank of Associate Professor. (2) Evidence of sustained effectiveness in
16 teaching. (3) Evidence of substantial accomplishment in scholarship or creative
17 activities which has led to recognition in professional circles at the regional or national
18 level. (4) Evidence of leadership in the form of service to the community, the
19 profession, and the university.

20 **CRITERIA FOR AWARDED PROMOTION**

21 Decisions in favor of awarding promotion are made in recognition of accomplishments in

1 response to the following criteria: teaching, scholarship, and service, as well as the appropriate
2 academic background for a tenure appointment. Each of the criteria is defined below.

3 **TEACHING DEFINED**

4 Delta State University is primarily a teaching institution. Therefore, effective teaching and efforts
5 to support an environment where teaching and learning are nurtured are considered essential
6 requirements for consideration for promotion. Effective teachers demonstrate qualities which
7 may include the following: high academic standards, concern for learning, a thorough
8 knowledge of the subject, good organization of subject matter and course syllabi, incorporation
9 of research in instructional settings, excellent communication skills, respect toward students,
10 fairness in examinations and grading, and willingness to experiment with new teaching methods.
11 Contributions to the teaching, learning, and academic support environment include, but are not
12 limited to, developing and implementing new courses and programs, developing instructional
13 materials, using new technologies and methodologies for accessing information, and
14 incorporating new strategies for enhancing student learning.

15 **SCHOLARSHIP DEFINED**

16 Delta State University recognizes the important contributions that scholarship makes in the
17 advancement of a profession or discipline and as an important component of the
18 teaching/learning process. Scholarly inquiry and learning vary by discipline and are reflected in,
19 but are not limited to, the following: dissemination of research and scholarly findings through
20 books, journal articles, monographs, and presentations at professional meetings; presentation of
21 creative achievements through exhibitions, performances, and publications; development of new
22 research methodologies; grants or contracts which support scholarly and creative activity;

1 honors and awards for significant scholarly and creative activity, and participation as an editor
2 and/or referee in support of scholarly and creative publications.

3 **SERVICE DEFINED**

4 Delta State recognizes the importance of service as a part of its mission. The service
5 component is based on performance in three areas: service to the faculty member's academic
6 profession, service to the University, and public service to the community which is related to the
7 faculty member's academic discipline. Evaluation shall be based on all three areas although it is
8 realized that differences in emphasis may exist, depending on the academic discipline.

9 **DEPARTMENT/DIVISION TENURE AND PROMOTION**

10 **COMMITTEE**

11 Each academic department/division in the University shall have a standing tenure and promotion
12 committee. This Committee shall consist of at least three persons. All of the tenured faculty
13 members of the department/division, excluding the department/division chair, shall serve on the
14 Committee. If there are not sufficient tenured faculty members within the division/department to
15 meet this criterion, the tenured faculty, in consultation with the department/division chair, shall
16 appoint tenured faculty to the Committee to meet the required criterion of at least three persons.

17 The Committee members shall come from tenured faculty within the same college or school or
18 from tenured faculty in the same discipline outside the University. Candidates for promotion
19 shall receive notification of the non-departmental appointees to the Committee reviewing their
20 application prior to the initiation of their review for promotion. Any concerns of the candidate
21 regarding non-departmental appointees shall be forwarded to the Chair of the University
22 Tenure and Promotion Committee. The non-departmental members selected shall have

1 approval of the University Tenure and Promotion Committee. The department/division tenure
2 and promotion committee shall have the responsibility for reviewing portfolios of candidates for
3 promotion and making recommendations, with reasons, as to whether promotion should be
4 granted. The committee shall also be responsible, with assistance from the department/division
5 chair and tenure-track faculty, for recommending promotion procedures and for recommending
6 guidelines for the portfolio to be used by candidates from that department/division for
7 promotion or tenure consideration.

8 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

9 The University shall have a standing tenure and promotion committee. This Committee shall
10 consist of eleven tenured faculty. The Committee shall include three persons from the College of
11 Arts and Sciences, three from the College of Business, three from the College of Education,
12 one from the School of Nursing and one from Library Services. No two members shall be
13 from the same department/division. Members shall be elected by the tenured and tenure-track
14 faculty in the college or school they represent and shall serve for staggered three-year terms.

15 The Committee Chair shall be elected by the Committee. The Committee shall serve several
16 functions, including, but not limited to, the following: (1) to advise and consult with the Vice-
17 President for Academic Affairs on criteria, policies, and procedures related to tenure and
18 promotion; and (2) to review all tenure and promotion policy recommendations transmitted
19 from department/division committees for compliance with Board, University, and
20 department/division policies.

21 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

22 The University shall have a standing tenure and promotions appeals committee. The Tenure and

1 Promotions Appeals Committee shall consist of three tenured faculty members at the rank of
2 Professor. No two members of the Committee shall be from the same college or school, nor
3 shall they be members of the University Tenure and Promotion Committee. The members shall
4 be appointed by the Faculty Senate as a standing committee at the beginning of the academic
5 year and shall serve one-year terms. Committee members shall not hear appeals from members
6 of their academic department/division. If a member of the Committee cannot hear a particular
7 appeal, the Faculty Senate shall appoint a temporary replacement.

8 **PROCEDURES**

9 **APPLICATION FOR PROMOTION.** Application for promotion will be initiated by the
10 faculty member. When a faculty member believes that he or she has met the University and
11 department/division criteria for promotion to the next higher rank, the faculty member shall
12 notify the chair of the department/division tenure and promotion committee in writing of his or
13 her desire to be considered for promotion. Application for promotion must be submitted by
14 February 1 of the year in which the candidate wishes to be considered. Since the probationary
15 period in a tenure-track position is seven years, and the period of service for promotion to the
16 rank of Associate Professor is also seven years, a faculty member may apply for tenure and
17 promotion to that rank simultaneously.

18 **PORTFOLIOS.** Faculty who are eligible for consideration for promotion shall compile and
19 maintain a portfolio which provides evidence of their accomplishments in response to all three
20 criteria used to make promotion decisions. These include teaching, scholarship, and service.
21 Unless otherwise specified in the faculty member's contract, the primary emphasis among the
22 three criteria shall be teaching. Evaluation shall be based on all three areas, although it is
23 realized that differences in emphasis may exist, depending on the academic discipline and the

1 nature of the faculty member's assignment. Ultimately, the portfolio must demonstrate an
2 excellent record of faculty productivity, through performance on the three criteria, which
3 improves the academic quality of the University. Guidelines and suggestions for portfolios are
4 available through the department/division chair.

5 **PORTFOLIO REVIEW.** A candidate applying for promotion must submit his/her portfolio
6 to the chair of the department/division tenure and promotion committee for review no later than
7 February 1 of the year in which the candidate is requesting consideration for promotion. The
8 department/division committee for tenure and promotion shall meet and make its
9 recommendation (with reasons) as to whether promotion should be granted to the candidate
10 and forward this recommendation to the department/division chair by March 1. The chair shall
11 also review the portfolio and make a recommendation (with reasons) regarding the award of
12 promotion and shall transmit both recommendations by March 15 to the appropriate college or
13 school dean, who shall also make a recommendation regarding promotion. If the dean's
14 recommendation for promotion is in disagreement with the recommendation of the
15 department/division committee, it shall be the responsibility of the dean to meet with the
16 department/division committee to inform the members of such and provide an explanation. The
17 recommendations from the department/division committee, the chair, and the dean shall be sent
18 by the dean to the Chair of the University Committee on Tenure and Promotion by April 1.
19 That Committee shall review the recommendations for compliance with Board, University, and
20 department/division policies and procedures. In the event procedural problems are discovered,
21 the Chair of the University Committee on Tenure and Promotion shall meet with the appropriate
22 college or school dean to seek resolution. The recommendations of the department/division
23 committee on tenure and promotion, the department/division chair, and the college or school

1 dean, with annotation of any unresolved procedural problems, shall be forwarded by the
2 college or school dean to the Vice-President for Academic Affairs by April 15. The Vice-
3 President for Academic Affairs shall forward a promotion recommendation to the President by
4 May 1, citing any unresolved procedural concerns from the University Tenure and Promotion
5 Committee, accompanied by the promotion recommendations of the Department/Division
6 Tenure and Promotion Committee, the department/division chair, and the college or school
7 dean. The recommendations for promotion submitted by the Vice-President for Academic
8 Affairs and approved by the President shall be transmitted to the Board of Trustees for
9 confirmation. Upon Board approval, successful candidates shall be notified in writing by the
10 President.

11 **APPEAL.** Candidates who are not recommended for promotion shall be notified in writing by
12 the Vice-President for Academic Affairs by May 1. Faculty members who wish to appeal must
13 refer the case to the University Tenure and Promotions Appeals Committee by May 15. This
14 Committee shall hold a hearing within thirty days to review the decision and submit a
recommendation to the President who shall make a final determination and notify the candidate
of such in writing.