



# **TEXAS SOUTHERN UNIVERSITY**

**Division of Academic Affairs and Research**

**Office of the Provost**

Guidelines for Organizing  
The Promotion and Tenure Portfolio

2017-2018

## TABLE OF CONTENTS

□	Promotion & Tenure (P&T) Timeline .....	3-4
□	P&T Review Process .....	5-7
□	Organizing the Portfolio .....	8-11
□	Portfolio Checklist .....	12-14
□	Face Sheet .....	15

# TEXAS SOUTHERN UNIVERSITY

## Timeline for Promotion and Tenure Process 2017-2018

**September 25, 2017:** Deans should submit to Provost's Office a list of all faculty members applying for tenure and promotion; lists of members of the rank, tenure, and promotion committees for each department; and membership of the college rank, tenure, and promotion committee. Deans should also forward to the Provost's Office the standards for promotion and tenure adopted by each college.

**October 9, 2017:** Each candidate shall submit documentation in support of his/her request for tenure and/or promotion through the electronic portal. Each department's Chair and Rank, Tenure, and Promotion (RTP) Committee will begin review of the dossiers submitted via the on-line portal. All materials should be uploaded to the portal except complete books, which should be submitted via hard-copy to the department chair. Confidential letters of recommendation or review should be sent directly to the chair and shared with the committee.

**October 23, 2017:** The unit or department RTP Committee shall render a recommendation and notify the candidate and the department chair in writing.

**October 30, 2017:** If the unit or departmental RTP Committee renders a negative recommendation, the candidate shall have the option to submit a written appeal to the unit or departmental RTP Committee within three (3) business days.

**November 6, 2017:** The departmental RTP Committee shall respond to the appeal within five (5) business days of receipt of the appeal and notify the candidate and the department chair in writing.

**November 13, 2017:** The department chair shall make a recommendation to the dean in writing, with a copy to the faculty member and the departmental RTP Committee, setting forth in details the basis of his/her recommendation.

**November 20, 2017:** If the department chair's recommendation is negative, the candidate shall have the option to submit a written appeal to the chair within three (3) business days.

**November 27, 2017:** The department chair shall respond to the appeal within three (3) business days and notify the candidate in writing, with a copy to the departmental RTP Committee and the dean.

**December 4, 2017:** The college/school RTP Committee shall render a recommendation and notify the candidate in writing, with a copy to the department chair and the dean.

**December 7, 2017:** If the college/school RTP Committee renders a negative recommendation, the candidate shall have the option to submit a written appeal to the college/school RTP Committee within three (3) business days.

**December 12, 2017:** The college/school RTP shall respond to the appeal within five (5) days and notify the candidate in writing, with a copy to the department chair and the dean.

**January 22, 2018:** The dean shall render a recommendation and notify the candidate in writing, with a copy to the college/school RTP Committee and the department chair.

**January 25, 2018:** If the dean's recommendation is negative, the candidate shall have the option to submit an appeal in writing to the dean within three (3) business days.

**February 1, 2018:** The dean shall respond to the appeal within five (5) business days and notify the candidate in writing, the college/school RTP Committee, and the department chair.

**February 5, 2018:** The dean shall forward all documents, including dossiers, in electronic format, except complete books which should be submitted via hard-copy to the Office of the Provost where a receipt will be provided for documents provided.

**February 23, 2018:** The provost shall render a recommendation and notify the candidate in writing, with a copy to the dean.

**February 27, 2018:** The provost shall forward to the president all decisions favorable to the faculty member.

**February 27, 2018:** The provost shall submit all unfavorable decisions to the University, Rank, Tenure, Promotion, and Salary (URTP&S) Committee, upon the request of the faculty. The URTP&S Committee shall have thirty (30) days to complete the hearing and render a decision.

**March 27, 2018:** The provost will submit final recommendations to the president together with the findings and recommendations of the URTP&S Committee.

**April 24, 2018:** The president shall render a decision, upon receipt of the recommendation from the provost and, where appropriate, the URPT&S Committee.

**May 30, 2018:** The president shall submit letters of termination to all faculty whose tenure was denied.

**June 22, 2018:** The president shall report on promotion and tenure cases to the TSU Board of Regents.

**September 1, 2018:** Tenure and promotion decisions become effective.

## **REVIEW PROCESS**

### **Rank, Tenure, and Promotion Appeals Process at Every Level of Review** **(2014 Faculty Manual: Section 4.4, p. 31)**

- G. Right to appeal in the academic units: At the levels of the department's Rank, Tenure and Promotion Committee, the department chair, the school/college Rank, Tenure and Promotion Committee, and the dean, a denied faculty member shall be allowed a one-time reconsideration of the decision before the recommendation moves up to the next level of review. All decisions at all levels of consideration or review shall be based solely upon the record as a whole. A faculty member has the right to review the record to ensure that it is complete for review by the provost. All decisions at all levels shall be communicated to the faculty member in writing in a timely fashion. All decisions that are adverse to the faculty member concerned shall set forth fully the basis of the decision."

### **DEPARTMENTAL REVIEW:**

Departmental Rank, Tenure and Promotion (RTP) Committees are responsible for reviewing all files (including letters of appointment) of persons eligible for promotion and/or tenure that have been submitted to the department chairs. RTP Committees are responsible for reviewing and writing a detailed report that assesses the candidate's scholarly/creative activities, teaching, and service. Using the RTP Report, the departmental committee will write a letter of justification of its (positive or negative) recommendations. The departmental RTP Committee's letter should include the names (as well as rank and tenure status) of the committee members who participated in the review process as well as the actual vote tally (pros and cons) of members present during a secret ballot. Additionally, the vote tally will be listed on the Face Sheet accompanying the portfolio. The RTP Committee will notify the candidate of the recommendation in writing, with a copy to the department chair.

### **Appeals Process at the Level of the Departmental Rank, Tenure, and Promotion Committee:**

If a candidate receives a negative vote from the departmental RTP Committee, the candidate has an option, within three (3) business days from the dated (electronically stamped) recommendation provided by the RTP Committee, to submit a written appeal to the RTP Committee, a copy of which will be added to the dossier. The departmental RTP Committee will reconvene within five (5) business days from the dated written appeal to review the appeal and, if persuaded by the appeal, may choose to amend the recommendation. Both the initial recommendation and the amended recommendation will be included in the dossier and forwarded to the department chairperson along with a notification to the candidate. Department chairs are responsible for conducting an independent review.

If the department has no Promotion and Tenure Committee, the department chair will take on the responsibility of writing a detailed P&T Report (as described above), explaining expectations of

the candidate. The letter/report from the chair should address the strengths and weaknesses of the candidate. Letters/reports containing negative recommendations should identify/state reasons and specify areas of weakness that justify the negative recommendation. Justification for each recommendation should be clearly and fully stated. The letter/report from the chair should not be a mere summary of the letter/report from the departmental review committee or a summary of the candidate's evaluation of himself/herself but should examine the merits of each individual case. The department chair will notify the candidate of his/her recommendation in writing, with a copy to the dean.

### **Appeals Process at the Level of the Department Chairperson:**

If a candidate receives a negative vote from the department chairperson, the candidate has the option within three (3) business days from the dated (electronically stamped) recommendation to submit a written appeal to the department chairperson, a copy of which will be added to the dossier. The department chairperson will respond to the appeal within three (3) business days from the dated (electronically stamped) written appeal and, if persuaded by the appeal, may choose to amend his/her recommendation.

The chairperson is responsible for notifying the candidate and the departmental RTP Committee in writing of his/her decision and is responsible for forwarding to the dean the committee's P&T Report, letters, votes, and the chair's independent review/letter and any appeals documentation.

### **COLLEGE/SCHOOL REVIEW:**

College/School RTP Committees are responsible for reviewing files (including letter of appointment) of all persons eligible for promotion and/or tenure that have been forwarded to the deans. Using the departmental committee's RTP Report and letter(s) and the department chair's letter, the College/School RTP Committee reviews the full dossier and submits a detailed letter outlining the strengths and weaknesses of each individual candidate. If the recommendation is negative, the college/school committee will give specific reasons to justify the recommendation. The college/school RTP Committee letter should include the names (as well as rank and tenure status) of the members who participated in the review as well as the actual vote tally (pros and cons) of members present during a secret ballot. The college/school RTP Committee will notify the candidate of its recommendation in writing, with a copy to the department chair and dean.

### **Appeals Process at the Level of the College/School Rank, Tenure and Promotion Committee:**

If a candidate receives a negative vote from the college/school RTP Committee, the candidate has three (3) business days from the dated (electronically stamped) recommendation provided by the college/school RTP to submit a written appeal to the RTP Committee, a copy of which will be added to the dossier. The college/school RTP Committee will reconvene within five (5) business days from the dated (electronically stamped) written appeal to review the appeal and, if persuaded by the appeal, may choose to amend the recommendation. The college/school RTP Committee

shall respond in writing to the candidate and forward a copy to the department chair and dean. Both the initial recommendation and the amended recommendation, where appropriate, will be included in the dossier and forwarded to the dean.

#### **DEAN'S REVIEW:**

Deans are responsible for evaluating each application and writing independent recommendations. Justification for each recommendation, either positive or negative, should be clearly stated, with a letter sent to the candidate (and a copy to the department chair and the college/school RTP committee) explaining the recommendation.

#### **Appeals Process at the Level of the Dean:**

If a candidate receives a negative vote from the dean, the candidate has the option within three (3) business days from the dated (electronically stamped) recommendation to submit a written appeal to the dean, a copy of which will be added to the dossier. The dean will respond to the appeal within five (5) business days from the dated (electronically stamped) written appeal and, if persuaded by the appeal, may choose to amend his/her recommendation and communicate to the candidate in writing (with a copy to the college/school RTP Committee and the department chair), a copy of which will be included in the dossier.

The dean is responsible for ensuring the candidate's dossier is complete for the provost's review, and that all votes, reviews/reports, and letters, including all appeals documents from the department and college/school are included in the portfolio. For appeals and responses not uploaded to the electronic dossier, hard copies must be submitted to the Office of the Associate Provost (Hannah Hall, Suite 340).

#### **PROVOST'S REVIEW:**

The Office of the Provost conducts an independent review and informs each candidate of his/her decision. In the event of a negative recommendation, candidates may ask for reconsideration of the provost's decisions by requesting a hearing with the University Rank, Tenure, Promotion, and Salary Committee (URTP&S).

After any reconsideration, the provost provides his recommendations and justifications together with the recommendation of the URTP&S Committee to the president. The president reviews those recommendations, makes promotion and/or tenure decisions, and reports final administrative decisions to the Board of Regents. The promotion and tenure actions take effect on September 1 of the following academic year.

## **ORGANIZING THE PORTFOLIO**

Individual faculty members who wish to be considered for promotion and/or tenure will have a folder/dossier created in the RTP Document Center SharePoint Site. This effort will be coordinated with the faculty member's Dean's office, the Office of the Provost, and the Office of Information Technology. The dossier should include subfolders to correspond to "Organizing the Portfolio" as outlined herein. Materials should be uniformly submitted: scanned 8 ½ x 11" paper, 12-point font, Times New Roman, and assembled in the order specified below.

The dossier should include selected scanned copies of materials that best document the faculty member's achievements in teaching and scholarly/creative activities. For service, faculty should include a list only of accomplishments in the CV. The dossier should not include extraneous materials such as conference badges or ribbons, transcripts, certificates, etc.

### **I. Face Sheet and Portfolio Checklist**

The Face Sheet and the Portfolio Checklist are to be completed by the candidate, but it is the responsibility of the chairperson and dean to verify the accuracy of the forms. Both forms must be signed by the candidate, department chair, and dean and must be included in the dossier sent forward.

### **II. RTP Reports and Letters**

The final dossier should include the following: the department's RTP Report and letter(s) to the department chair as described under "Review Process"; the chair's letter(s); the college committee's RTP Report if a departmental RTP Report is not available or if the candidate's file bypasses the department because of insufficient faculty members in rank or because the candidate also serves as the chair; college/school committee's letter(s) to the dean; letter(s) from the chair to the dean; letter(s) from the dean to the provost; appointment and/or promotion letter(s); and, copies of annual probationary reviews, if available.

### **III. Candidate's Statement**

The candidate should include a brief statement of approximately three, double-spaced pages, which highlights his/her overall academic accomplishments in teaching, scholarly/creative activities, and service.

### **IV. Curriculum Vitae (Standardized Format for *Curriculum Vitae*)**

**Candidate shall format the *Curriculum Vitae* to include the following A-Z categories:**

- A) Name
- B) College or School
- C) Department
- D) Date and Rank of First Appointment



- E) Secondary Appointment(s) (if any)
- F) Years Granted Toward Tenure at Time of Employment
- G) Current Rank
- H) Date of Current Rank
- I) Date of Tenure (if held)
- J) Proposed Action:
  - 1) Conferral of tenure, and/or
  - 2) Rank of proposed promotion
- K) Years of Academic Service
- L) Whether or not degree is terminal (with explanation if degree is not a doctorate)
- M) Schools Attended: dates
- N) Degrees Earned: fields, dates
- O) Special Training Programs: fields, dates
- P) Field(s) of Interest
  - 1) Teaching
  - 2) Research
- Q) Professional Employment: appointment, institution, dates
- R) Consultantships and Professional Services: dates
- S) Organizations: memberships and offices held, dates
- T) Fellowships and Honors: dates
- U) Awards and Prizes: dates
- V) Grants: dates, amounts, whether approved and/or funded, candidate's level of participation, and whether or not Principal Investigator
- W) Scholarship
  - 1) Publications and Presentations with complete citations (MLA or Chicago Manual of Style, etc.): by category, most recent first.
    - (a) Books or Monographs
    - (b) Articles
    - (c) Reviews of candidate's scholarly/creative works
    - (d) Abstracts and Scholarly Papers
    - (e) Artistic Exhibits (group, invited, one-person) and Performances (directed, written, performed)
    - (f) Other: in cases of multiple authorships, the candidate's level of participation should be indicated.
  - 2) Other achievements in the area of scholarship
- X) Teaching (classroom, graduate, and professional):
  - 1) Load and level by year since coming to Texas Southern University
  - 2) Other contributions to the area of teaching
- Y) Graduate contributions—Theses and Dissertations:  
Names of students, titles of projects, and dates.
- Z) Service to the University, the Profession and the Community:  
Activity, dates

## V. Evidence of Achievement in Scholarly/Creative Activities, Teaching, and Service

Note: For the following, create folders in the electronic dossier to designate teaching, scholarly/creative activities, and service, while inserting scanned copies of supporting materials for teaching and scholarly/creative activities only. **No supporting materials are required for service; candidates are to provide a listing only.**

### A. Teaching and Student Learning

Documentation in this section includes evidence of a commitment to teaching and learning, including the following:

#### 1. Teaching, evaluation data, and any existing peer evaluation of teaching

The candidate's portfolio will include all teaching evaluations available since the appointment or last promotion, and these evaluations are to be sorted by semester and course.

#### 2. Course Development and/or Revision

This section may contain sample course syllabi, pedagogy grant proposals, proposals for Internet teaching or distance learning, brief descriptions of projects involving student research or creativity. Additionally, this section may also include evidence of program development, such as documentation of efforts regarding student recruitment, advising, retention, and efforts to foster interdisciplinary projects.

#### 3. Evidence that Suggests Learning Beyond the Classroom

Candidates may submit evidence of students' success, including proof of helping students who have won awards or internships, and other evidence that the candidate contributed to student learning. Teaching excellence awards, evidence of internationalizing the curriculum, and recruiting quality students should also be documented in this section.

### B. Scholarly/Creative Activities

1. **Scholarly/Creative Work:** Selected/Excerpted scanned copies of completed/published works should appear in the following order: books, monographs, journal articles (refereed journals should be marked with an asterisk), refereed proceedings, book chapters, other papers, juried exhibits, shows, recitals, awards, etc. Within each of these sections, the citations should be listed in reverse chronological order (starting with the most recent). Articles should be cited using the discipline's style sheet (e.g., MLA or Chicago Manual of Style, etc.) and should include the exact title, number of pages, and the names of any co-authors in the order in which they appeared in print. Citations of creative presentations should be listed as they appear on public announcements. For exhibits, shows, recitals, etc., the information

uploaded must include the dates and nature of the event(s). Scanned copies of programs and reviews, if any, of each creative activity are also desirable. Works actually in press as well as works accepted or under review are to be listed below (as a separate category).

2. **Manuscripts (book-length or articles) Accepted for Publication:** Include works in press as well as works accepted for publication. Provide letters from publisher(s).
3. **Reviews:** Published reviews of candidate's scholarly/creative activities.
4. **Funded Grants and Contracts:** Candidates should provide thorough information on all funded grants and contracts, including dollar amounts and dates.
5. **Major Work(s) in Progress:** The information provided here should comment on the nature of the work(s) and identify anticipated date of completion, and list of possible publisher(s) or date of public release.
6. **Other Indicators of Scholarly/Creative Contributions:** Candidates should include a listing of international, national, regional, and local scholarly/creative presentations and listings of technical reports, etc.

### C. Service

The candidate should not include physical evidence, such as conference brochures, badges, ribbons, copies of programs, certificates, transcripts, etc. **No proof is necessary.** The candidate should provide **a complete listing only** for the categories below.

1. Service to the department, college, and university: List committee memberships, administrative roles, and other contributions to the University.
2. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations.
3. Service to the Community or Public: Document public involvement that is related to the candidate's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, and consultations with private organizations, etc.

**Portfolio Checklist  
2017 – 2018**

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

**(PLEASE CHECK THOSE ITEMS THAT ARE PROVIDED IN THE CANDIDATE'S PORTFOLIO.)**

**I.**        \_\_\_\_\_ **FACE SHEET** (one with each portfolio)

**II.        LETTERS and REPORTS**

\_\_\_\_\_ Dean's letter(s), including a statement of expectations and justification for recommendation

\_\_\_\_\_ Appeal documentation at the dean's level, if applicable

\_\_\_\_\_ College/School RTP Committee's letter(s) explaining the recommendation, although an RTP Report will be necessary if one is not available at the department level

\_\_\_\_\_ Appeal documentation at the college/school RTP Committee level, if applicable

\_\_\_\_\_ Department Chair's letter(s), including a statement of expectations and justification for recommendation

\_\_\_\_\_ Appeal documentation at the department chair's level, if applicable

\_\_\_\_\_ Departmental RTP Committee's letter(s) explaining the recommendation along with an RTP Report, namely a detailed evaluation of the candidate's research/scholarship, teaching, and service report

\_\_\_\_\_ Appeal documentation at the departmental RTP Committee level, if applicable

\_\_\_\_\_ Texas Southern University's appointment and/or promotion letter(s)

\_\_\_\_\_ Copies of candidate's annual probationary reviews, if available

**III.**        \_\_\_\_\_ **CANDIDATE'S STATEMENT** of accomplishments in teaching and student learning, scholarship/research, creative activities, and academic and public service (*three double-spaced pages in length*)

**IV. \_\_\_\_\_ CANDIDATE'S CURRICULUM VITAE**  
*(standardized A-Z format)*

**V. \_\_\_\_\_ EVIDENCE OF ACHIEVEMENTS IN SCHOLARLY/CREATIVE  
ACTIVITIES, TEACHING, AND SERVICE**

Note: Supporting documentation in the form of scanned copies of selected materials should appear after each designated category or corresponding number.

**A. TEACHING AND STUDENT LEARNING**

1. \_\_\_\_\_ All teaching evaluations since appointment or last promotion and, if available, peer teaching evaluations;
2. \_\_\_\_\_ Course development and/or revision;
3. \_\_\_\_\_ Evidence that suggests learning beyond the classroom.

**B. SCHOLARSHIP AND CREATIVE ACTIVITIES**

1. \_\_\_\_\_ Arrange selected scanned copies of work in the following order: books, monographs, articles (refereed articles marked with an asterisk), juried exhibits, shows, recitals, etc. Full copies of books, manuals, technical reports or their originals should be provided to the departmental P&T Committee for the creation of the department's P&T Report and to the department chair for an independent review.
2. \_\_\_\_\_ Book-length manuscripts and articles accepted for publication
3. \_\_\_\_\_ Published reviews of candidate's scholarly/creative activities
4. \_\_\_\_\_ Funded grants and contracts, including dollar amounts and dates
5. \_\_\_\_\_ Major works in progress but not yet accepted for publication
6. \_\_\_\_\_ Other indicators of research/scholarship/creative contributions (scholarly presentations, other publications, editorial work, published courseware, citations, technical reports, etc.)

**C. SERVICE (List the service record without providing supplemental evidence. No proof is necessary)**

1. \_\_\_\_\_ Department, College/School, and University
2. \_\_\_\_\_ Profession/Academic Discipline
3. \_\_\_\_\_ Community/Public

**Signatures Required:**

\_\_\_\_\_

Candidate

\_\_\_\_\_

Date

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Dean

\_\_\_\_\_

Date

**FACE SHEET**

Name: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

**Action(s) requested:**

- \_\_\_\_\_ Promotion to Full Professor
- \_\_\_\_\_ Promotion to Associate Professor
- \_\_\_\_\_ Tenure

**Present Status:**

- a) Professor \_\_\_\_\_ Associate \_\_\_\_\_ Assistant \_\_\_\_\_
- b) Tenured: Yes \_\_\_\_\_ No \_\_\_\_\_
- c) Prior non-Texas Southern University teaching experience credited to probationary period \_\_\_\_\_
- d) Initial Texas Southern University appointment, including a copy of original letter of appointment.  
Rank (at time of appointment) \_\_\_\_\_  
Date (at time of appointment) \_\_\_\_\_
- e) Years in present rank at Texas Southern University, including present year \_\_\_\_\_

**Department and College Recommendations (with vote tallies based on secret ballot):**

	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>
a. Department Committee	_____	_____	_____
b. Department Chair	_____	_____	_____
c. College Committee	_____	_____	_____
d. College Dean	_____	_____	_____

**Signatures Required:**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date