

Tenure and Promotion Process 2022



Tenure and Promotion 2022

This document presents Harris-Stowe State University's guidelines for the tenure and promotion process. This document contains the criteria for tenure and promotion, including the University's expectation of measurable performance outcomes, exemplar scholarship and teaching practices, and tangible demonstrations of devotion to the mission of the University. Tenure is a privilege that bestows great responsibility within the University and the academic community. As such, high academic standards, sustained teaching excellence, demonstrated scholarly contributions and productivity, and overall devotion to service and good citizenship in the community are minimum expectations. Each candidate is evaluated on their own merit, but Harris-Stowe strives to ensure that faculty offered a permanent teaching appointment is resoundingly recommended and received based on the candidate's accomplishments to date, and the reasonable expectations of excellence in the future.

Harris-Stowe State University's faculty is essential to the growth and development of its students and of the St. Louis Community. Faculty must be appropriately qualified, credentialed, and devoted to scholarship in their respective disciplines and subfields. Harris-Stowe strives to create an environment that encourages faculty members to share different and divergent ideas and perspectives on accepted "truths" and the status quo, and to contribute to the creation of intellectual curiosity while simultaneously holding the University's mission and reputation into account.

Evaluation of faculty includes assessment of both the quantity and the quality of the candidate's work. Consequently, the importance, creativity, distinctiveness of the candidate's voice, and the propensity to influence the candidate's field are of importance in both tenure and promotion.

I. RANK

Faculty shall be appointed at the time of hire as either: an assistant professor, an associate professor or, a professor. To be appointed upon hire as a professor, the faculty member must obtain the written recommendation by the Provost, acceptance of the recommendation by the President and approval of the Board. The College Dean, in consultation with The Office of Human Resources shall review the appropriate rank that should be designated upon hire based on the candidate's qualifications including the discipline in which the candidate earned a Terminal Degree. Terminal Degrees include the highest earned degree in a discipline. At Harris-Stowe State University, in addition to Doctor of Philosophy in all disciplines, a Master of Fine Arts and the Juris Doctorate are deemed terminal degrees. Limited appointments as an Instructor may be made subject to the terms below in subparagraph D.

- A) Assistant Professor: An assistant professor is a junior-level University faculty member that holds a terminal degree. Assistant professors are expected to teach, perform some

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research and/or write scholarly articles in their primary area of instruction which is expected to be their discipline and/or any subfields in which they either hold a terminal degree or no less than 18 credit hours in completed graduate-level coursework. Appointments as assistant professor shall be for terms of one, two or three years, and may be renewed. The total period of service in the rank of assistant professor may not exceed seven academic years.

- B) Associate Professor: An associate professor is a mid-level University faculty member who has successfully performed the duties of assistant professor for at least three (3) years or the equivalent thereof, and who has served on University committees and has performed or contributed to both the scholarship of their discipline or subfield, and to the academic community (such as peer reviewing research papers, speaking at conferences), and who holds a terminal degree. Achieving the rank of associate professor is a pre-requisite for tenure.
- C) Professor: A Professor is a senior University faculty member who has successfully performed the duties of assistant professor and associate professor, and on account of their impact on scholarship in their discipline and/or subfield, and the Harris-Stowe State University community, has been promoted to professor.
- D) Instructor: The College Dean may, with approval of the Provost, hire and appoint an individual for no more than two years as an Instructor where said individual:
 - 1) Is in the process of completing their terminal degree and the terminal degree is directly related to the candidate's primary area of instruction at the University; or, as a component of the individual's terminal degree, they have earned 18 credit hours in their primary area of instruction.
 - 2) The individual is expected to complete all requirements for the terminal degree within 12 months of the appointment.
 - 3) The candidate will be appointed as an assistant professor in the academic year following conferral and receipt of the terminal degree.
 - 4) On the recommendation of the Dean of the College and approval of the Provost, an Instructor may be reappointed for an additional year for good cause shown including a written explanation of the academic status of the Instructor and anticipated date of conferral of the terminal degree that is directly related to their primary area of instruction, making the total period of service in the rank of Instructor three years. The Dean of the College shall not reappoint a faculty member as an Instructor if the Dean has reason to believe conferral of the terminal degree will not take place in the next 12 months or less.

All Faculty salaries shall be commensurate with Appendix A of the current Collective Bargaining Agreement. Employment at the University is not guaranteed and remains subject to the terms and conditions of University policy and procedures, including teaching performance standards.

II. ACADEMIC APPOINTMENT (track)

Upon hire, faculty is designated as an instructor, assistant professor, associate professor or professor. Faculty shall also be designated an academic appointment of tenure track or non-tenure track.

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A) Non-Tenure Track.

Faculty members who do not hold a terminal degree, including all appointments as an Instructor, shall be designated an academic appointment of non-tenure track. In limited circumstances, where the University has a need to fill a position for less than two years, the University may post and fill an assistant professor position as a non-tenure track appointment. Any such appointment extending beyond two academic years shall be converted to a tenure-track appointment in the third academic year. A faculty member that has been denied tenure may be granted a non-tenure track appointment as described in Section X below.

B) Tenure-Track

- 1) Faculty members who hold a terminal degree are eligible to be tenure-track.
- 2) All appointments upon hire are presumed to be tenure-track unless the position specifically describes the position as non-tenure track.
- 3) Unless postponed, faculty shall be reviewed during their fourth year of teaching (mid-tenure review). In calculating the proper year for tenure-track reviews, up to one-year credit may be attributed to teaching experience as an Instructor or up to two years credit attributed to teaching experience at another institution. The purpose of the tenure-track review shall be to assess whether the faculty member is meeting expectations and is adequately supported by the University with respect to:
 - a. teaching,
 - b. professional development,
 - c. advising of students,
 - d. compliance with University administrative expectations,
 - e. research and scholarship,
 - f. contributions to the University including the faculty member's department and College, and the greater community, and
 - g. alignment of the faculty member with the mission and purpose of the University.
- 4) As described in Section X below, faculty that has been denied tenure may be issued an appointment in the academic year following the tenure determination that shall be non-tenure track.

III. PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR

- A) An Instructor shall be promoted automatically from Instructor to Assistant Professor upon conferral and receipt of a terminal degree that is directly related to the faculty member's primary area of instruction at the University. The promotion shall become effective for purposes of salary during the next academic year. No appointment of Instructor shall exceed three years; no faculty member shall have the rank of Instructor for more than three years as set forth above in Section I.D.
- B) No more than one year of service as an instructor shall be considered in the years of experience required for eligibility for promotion from assistant professor to associate professor, associate professor to professor, or for calculating the timing of tenure-related reviews before the Committee on Rank, Tenure and Promotions.

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IV. PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

A) Eligibility: To be eligible for promotion from Assistant Professor to Associate Professor, the faculty member must:

- 1) Hold a terminal degree
- 2) Have at least 3 years teaching experience, which may consist of:
 - a. Being appointed for at least three academic years as an assistant professor at Harris-Stowe State University;
 - b. Being granted credit of one year for an appointment as an Instructor at Harris-Stowe State University, and being appointed for at least two academic years as an assistant professor at Harris-Stowe State University; or
 - c. In cases where faculty have prior teaching experience as a full-time faculty on a tenure-track appointment at a previous institution, upon the recommendation of the Provost with approval of the Present, the faculty member may be granted up to two years' credit towards promotion to associate professor. In such instance, the faculty will be granted credit of up to two years for their prior teaching experience, and the remaining time serving an appointment as an assistant professor at Harris-Stowe State University.
- 3) Have been recommended by the Dean of their college to the Provost for promotion based on the faculty member's overall performance in the following areas that is commensurate with the faculty member's seniority and developing career:
 - a. Teaching and positive student reviews,
 - b. professional development,
 - c. successful advising of students,
 - d. compliance with University administrative expectations,
 - e. steps taken towards performing research and scholarship,
 - f. contributions to the University and greater community, and
 - g. alignment of the faculty member with the mission and purpose of the University.

B) Procedure

See section VIII below.

V. PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

A) Eligibility:

- 1) Successfully perform all duties as an associate professor;
- 2) Have at least five years of continuous service at the rank of associate professor, following the service requirements of Section VI.A. requiring an aggregate of at least three years of teaching experience at the rank of assistant professor, for a total of at least eight of service.

B) Procedure

See Section VIII below.

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VI. TENURE

A) Definition. Tenure is defined as the appointment of a faculty member for an indefinite period of time, ending only under any one of the following:

- 1) Voluntary resignation of the faculty member;
- 2) The death of the faculty member;
- 3) Involuntary termination of the faculty member for just cause including incompetence, immoral conduct, sexual harassment, criminal activity, research misconduct, plagiarism, gross negligence and wanton disregard of professional and academic duties to the University, and financial exigency.

B) Eligibility

- 1) To be eligible for promotion from non-tenure track to tenure track, a faculty member must:
 - a. Earn a terminal degree and meet the requirements set forth in Section I.D. above.
 - b. Have received an appointment following appointment(s) for two consecutive academic years as a non-tenure track assistant professor, as set forth above in Section II.B.
 - c. Have successfully obtained non-tenure track appointments for three consecutive academic years following the denial of tenure.
- 2) To be eligible for promotion from tenure-track to tenure, a faculty member must:
 - a. Have achieved the rank of Professor
 - i. An application for tenure shall either follow or be simultaneous with a faculty member's Rank, Tenure and Promotions Committee review for an appointment as Professor.
 - b. Hold a terminal degree from an accredited institution
 - c. Hold a terminal degree or has completed at least 18 credit hours of graduate coursework in a discipline that is directly related to the faculty member's primary area of instruction
 - d. Have at least eight years' experience in teaching in higher education in their current discipline that is directly related to their terminal degree
 - e. Successfully achieve the recommendation for tenure from the Committee on Rank, Tenure and Promotions

Any faculty member holding a pre-2022 appointment as a tenured associate professor shall follow the process set forth in this policy, specifically, Section VIII below for a promotion in rank to tenured Professor.

C) Tenured Appointment on Hire with Provost Recommendation, President Acceptance and Board Approval

In rare circumstances, upon written recommendation by the Provost, acceptance of the recommendation by the President and approval of the Board, a faculty member may be appointed as a professor with tenure upon hire when:

- 1) The candidate already possesses tenure from a previous institution of higher education where the institution is accredited,

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- 2) The candidate has at least 10 years teaching experience at an accredited institution,
- 3) The candidate has held a terminal degree from an accredited institution for at least 10 years,
- 4) The candidate has made a significant contribution to their discipline and primary area of instruction in both scholarship and teaching excellence.

D) Postponing Tenure Review

- 1) In case of exigent circumstances, upon the written request of the faculty member, and written concurrence of the Dean, the Provost may grant a request to hold the tenure clock in abeyance or an extension not to exceed one academic year for a faculty member who holds a tenure track appointment. Exigent circumstances shall include but is not limited to: parental responsibilities relating to the birth, adoption, or rearing of a child, personal or family emergencies such as chronic illness of a faculty member or a member of their immediate family, problems beyond the faculty member's control relating to their research or scholarly activities.
- 2) Denial of any request to postpone tenure review may be appealed to the President, whose review shall be final.

VII. RANK, TENURE AND PROMOTIONS APPLICATION AND SUBMISSIONS

A) Faculty member shall apply for and/or submit materials for rank and tenure promotions consistent with the following:

- 1) Promotion from Assistant Professor to Associate Professor.
- 2) Mid-Tenure Review, following the third year of teaching and during the fourth year of teaching. Subject to meeting all outlined requirements, mid-tenure review may be held simultaneously with an application for promotion from Assistant Professor to Associate Professor.
- 3) Pre-Tenure Review, following the sixth year of teaching and during the seventh year of teaching.
- 4) Promotion from Associate Professor to Professor, following the eighth year of teaching during the ninth year of teaching.
- 5) Tenure. Review by the Rank and Tenure Committee for the grant of tenure may be held simultaneously with the review for promotion from Associate Professor to Professor. A tenured appointment may not be made prior to the faculty member's promotion to Professor. See Section VI.B. above.

B) To be considered for tenure, a candidate must submit at least the following:

- 1) A complete and updated curriculum vitae
- 2) An attestation of having participated in Mid-Tenure Review and Pre-Tenure Review with the Rank, Tenure and Promotions Committee
- 3) A reflective statement summarizing the candidate's accomplishment and plans for the future in at least the following areas: a) teaching; b) research and scholarship; c) service to the University and the community. Supportive materials are required.
- 4) A letter addressed to the Rank, Tenure and Promotions Committee from the candidate's department chair or dean, which should include a thorough discussion of

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the candidate’s performance as a teacher and scholar, the candidate’s service to the University and citizenship and the community, and the candidate’s strengths and weaknesses.

- 5) At least five substantive letters from outside of Harris-Stowe state University, assessing the candidate. Examples of acceptable letters are from full professors at other institutions

VIII. TIMELINE FOR PROMOTION/PROCEDURE

- A) The following outlines the timeline for communications and submissions related to promotion and tenure:

Date	Action	Impacted parties
Spring/before June 30	Communication from Provost to faculty member, cc’ing College Dean of the faculty member and the Chair of the Committee on Rank, Tenure and Promotions informing faculty member of impending/eligibility in the next academic year for: mid-tenure review, review for promotion in rank, pre-tenure review and/or tenure, and describing needed materials for consideration and inviting the faculty member to submit a formal request for evaluation and consideration no later than September 1	-Provost - College Dean of faculty member - faculty member - Chair of Rank, Tenure and Promotions Committee.
Spring/before June 30	Announcement by the Provost publishing to the Academic Affairs website the name and contact information for: -the Dean of each College -the Chair of the Rank, Tenure and Promotions Committee -members of Rank, Tenure and Promotions Committee	-the Provost
On or before September 1	Eligible faculty members submit their formal request for evaluation and consideration for mid-tenure review, review for promotion in rank, pre-tenure review, and/or tenure	-faculty members
On or before September 15	Provost meets with all eligible faculty collectively to discuss all requirements for eligibility and required submissions, the due dates, and tips for	-Provost -Faculty members

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	success; Deans of each eligible faculty member is informed of the faculty member's eligibility	
November 1	Receipt by the faculty member's Dean of the materials submitted by the faculty member for consideration for mid-tenure review, review for promotion in rank, pre-tenure review, and/or tenure	-Dean -Faculty
November 15	The Dean of each eligible faculty member that submitted materials submits a letter in support (or lack thereof) for the faculty member to the Rank and Tenure Committee; together with the materials submitted by the faculty member for consideration for mid-tenure review, review for promotion in rank, pre-tenure review, and/or tenure	- Faculty member - Rank, Tenure and Promotions Committee Chair
November 16-February 15	Rank, Tenure and Promotions Committee reviews and assesses the candidacy of faculty members, including their materials and/or whether the faculty member is meeting expectations	
February 15-March 15	Rank, Tenure and Promotions Committee makes recommendations for promotion and/or tenure to the Provost	
Before April 15	Provost, in consultation with the President, reviews recommendations and prepares a communication to the faculty members on the outcome	
Before May 30	President informs the Board of all promotions in rank and tenure	

- B) The Rank, Tenure and Promotions Committee shall be appointed by the Provost, and shall consist of:
- 1) The Provost
 - 2) A tenured faculty member from each college

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IX. EVALUATIONS FOR TENURE

A) The Rank, Tenure and Promotions Committee will recommend faculty upon review of the faculty's submission, in-person presentation and the following weighted criteria:

- 1) Evidence of Effective University Teaching -30 points
 - a. A review of course syllabi, all student evaluations in the last three years (or a summary thereof), and instructional materials to assist the committee to understand the pedagogical strengths of the faculty under consideration – 10 Points
 - b. An analysis of courses taught in the preceding semesters and documentation of improvement in execution of teaching deliverables and effectiveness of instruction to assist in evaluating the instructional contributions that the faculty member has made in the department – 10 Points
 - c. A review of classroom instruction to provide an assessment on the teaching methods utilized by the faculty member. The committee can determine on the choice of an internal or an external reviewer for this component – 10 Points
- 2) Faculty Evaluations, including an in-person evaluation of faculty member while teaching-30 points
 - a. Annual evaluation by the dean or chair that assesses the performance of the faculty member in their respective departments – 10 Points
 - b. Evaluation by peers in the specific discipline of the faculty member under review regarding their contributions to the major – 10 Points
 - i. Faculty must be reviewed by at least one tenured faculty member from a different college, as assigned by the Rank, Tenure and Promotions Committee
 - ii. Faculty may name three tenured faculty members they would like to review them, and the Committee on Rank, Tenure and Promotions will select at least one.
 - c. Evaluation of the Committee on Rank, Tenure and Promotions of the faculty member based on their assessment of the evaluation reports submitted to the committee – 10 Points
- 3) Scholarly growth and development in discipline-25 points
 - a. Research publications in any forum that contributes to the advancement of their area of inquiry and discipline –10 Points
 - b. Research presentations at scholarly and academic conferences that promote collaboration and exchange of ideas. –5 Points
 - c. Participation in scientific endeavors under the aegis of the University– 5 Points
 - d. Membership in professional organizations that enhance and contribute to the development of the discipline for the faculty and the University. – 5 Points
- 4) Evidence of Cooperation and Contributions to department or division activities and the University Community –10 points
 - a. Service to the University and the department by participating in the various organizations and committees. – 5 Points
 - b. Service to the specific discipline by collaborating students and other members of the institution to advance and promote the academic mission of the University. – 5 Points
- 5) Evidence of community service involvement-5 points

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- a. public engagement in the community
 - b. relationships with the wider community through forums, events and community related activities
 - c. participation in community initiatives and not-for-profit service with a common
- B) The Committee on Rank, Tenure and Promotions shall recommend a faculty member for tenure if they score an average of at least 80 points out of the possible 100 points. The average score for each of the five criteria will be calculated. The recommendation will be approved by the Provost in consultation with the President.
- C) Department Chairs and Deans are assigned the responsibility to annually evaluate and when necessary to report to the Provost on the performance and progress of individual faculty members in their departments. It is recommended that a post-tenure review take place no later than three years from initial granting of tenure by the Chair or Dean, and that the evaluation comprise of all work accomplished and/or executed in teaching, scholarship or service to ensure that faculty meets expectations in continuing to perform at the level of excellence that led to their positive steps towards full tenure. The granting of tenure is a privilege and comes with added responsibility to maintain the highest academic standards and institutional integrity.

X. DENIAL OF ADVANCEMENT IN RANK OR TENURE PROMOTION

In circumstances when tenure is not conferred on a faculty member or a promotion is not conferred, the following steps must be taken to ensure the overall integrity and proper functioning of the department:

- A) The faculty member denied tenure may be allowed one more year of employment with the University in a non-tenure track appointment from the date of notification of denial of tenure to allow the University to open a search for a replacement appointment as well as provide opportunity for the faculty member to begin a search for a position elsewhere.
- B) A faculty member denied tenure has a right to appeal the decision to the president of the University within 30 days of receiving denial. The president will have an opportunity to review all documents relevant to the rank or tenure decision, and within no more than 45 days, render a final judgement on the appeal made by the faculty member which will be binding.