

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES
GUIDELINES FOR TENURE**

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I. PURPOSE

The purpose of this document is to establish departmental guidelines to implement university policies in the procedures for recommending tenure (see *H.O.P.* 6.2.6). This document follows the mission of the University of Texas - Pan American, an institution dedicated to instructional excellence, scholarly activities and service. Tenure is evaluated according to a cumulative record of progress. This progress should be presented in an Evaluation folder submitted annually for review.

II. THE CONCEPT OF TENURE

- A. As noted in UT-PA's *Handbook of Operating Procedures*, the purpose of tenure is to allow faculty to perform their professional duties "without fear of arbitrary dismissal" (*H.O.P.* 6.2.6 B). Accordingly, tenured faculty will remain tenured until their retirement or resignation except for certain specific circumstances listed in the UT System Regents Rules:
1. Abandonment of Academic Programs or Positions (Section 6.(11) Chapter III, Part One of the *Rules and Regulations of The University of Texas System Board of Regents*).
 2. Financial Exigency (Section 6.(12), Chapter III, Part One of the *Rules and Regulations of The University of Texas System Board of Regents*).
 3. Good Cause (Section 6.3, Chapter III, Part One of the *Rules and Regulations of The University of Texas System Board of Regents*).
- B. As explained in *H.O.P.* 6.2.6 C-5-a, "Tenure status is granted only by the Board of Regents. The granting of tenure is not solely a reward for performance during the probationary period. It is a deliberate act taken after considered evaluation of the appointee's past performance and potential for future performance. Reappointment after the probationary period does not constitute the granting of tenure."

III. REGULATIONS

- A. Recommendations regarding the tenure of all department faculty shall be made through the consistent application of established procedures set forth in this document, the College of Arts and Humanities Tenure and Promotion Guidelines, and *the Handbook of Operating Procedures*.
- B. A tenure-track faculty member's principal responsibilities are teaching, professional achievement and professional service. In the Department of Modern Languages and Literatures these performance areas are weighted as follows:

Teaching: 40%
Professional Achievement: 40%
Service: 20%

- C. A tenure-track faculty member may request an adjustment of these percentages. The request needs to be submitted before the faculty member's third tenure review begins. If the Department Chair and the Dean approve the request the weights may be adjusted. No score may be adjusted by more than 10%, and the weights for Teaching Effectiveness and Professional Achievement may not drop below 35%.

D. Probationary Period

1. The purpose of a probationary period is to allow reasonable time for tenure track faculty members to establish their academic performance, for adequate peer and administrative evaluations, and for recommendations concerning reappointment, non-renewal, and tenure.
2. The maximum period of probationary service in full-time tenure-track status in any academic rank or any combination of ranks shall be seven years, as follows:

Year 1: First Tenure Review Conducted in the Spring Semester

Year 2: Second Tenure Review begins in the Fall Semester

Year 3: Third Tenure Review begins in the Fall Semester

Year 4: Fourth Tenure Review begins in the Fall Semester

Year 5: Fifth Tenure Review begins in the Fall Semester

Year 6: Final Tenure Review begins in the Fall Semester; the candidate will either be awarded tenure or be notified that he or she has been denied tenure at the end of this review cycle

Year 7: The faculty member is either tenured, or has this single remaining year as a non-tenured member of the faculty as part of the original contract.

Thus the decision on whether or not to award tenure is based upon the first five years of performance. For the first five reviews, the departmental

recommendations will be either to continue the faculty member on tenure track, to remove the faculty member from tenure track, or – in the case of a particularly strong performance over the probationary period – to grant early tenure. A faculty member who is serving the sixth academic year of his or her probationary period will, upon completion of the evaluation procedures for tenure decision, either be awarded tenure, which shall become effective at the beginning of the seventh academic year, or be notified that the seventh year will be the terminal year of employment.

3. Candidates may have a reduced tenure probationary period fixed into their contract. Such adjusted tenure probationary periods must be negotiated with the Provost when the candidate is first hired, and must appear in the candidate's employment contract.
4. A tenure-track faculty member may request an extension of the tenure track period, in accordance with *H.O.P.* 6.2.6 C-6. The request should be made a minimum of three months before the next Tenure Review is scheduled to begin. A tenure-track faculty member requesting an extension should submit the request and supporting justification/documentation to the Department Tenure Committee, which will make its recommendation to the Department Chair. The Chair forwards his or her recommendation to the Dean, and the Dean makes a recommendation to the Provost. The final decision rests in the Provost's hands.
5. A faculty member can request consideration for the award of tenure before the final review year. Granting of tenure before the conclusion of the normal probationary period should occur only when the candidate has demonstrated a record of excellence in all the review areas, equal to or exceeding what would normally be expected of a candidate standing for his or her final review.

IV PERFORMANCE STANDARDS

- A. The granting of tenure is a decision made only after careful deliberation at all levels of review. As noted in *H.O.P.* 2.6.2 D-1 "The decision to award tenure is the result of the collective subjective review of a faculty member's performance in teaching, professional achievement and professional service by a departmental faculty committee, the Department Chair, School faculty committee, Dean, VPAA, President, Executive Vice Chancellor for Academic Affairs and Board of Regents of The University of Texas System. Tenure status is granted only by the Board of Regents. Reappointment after the probationary period does not by itself constitute the granting of tenure."

B. The Department and the College of Arts and Humanities uses a 5-point quantitative scale to reflect levels of performance, as follows:

- 1 Poor
- 2 Fair
- 3 Good
- 4 Excellent
- 5 Outstanding

C. For assistant professors, the UT-System links the granting of tenure to promotion to associate professor. To be considered for tenure, a tenure-track faculty member must meet the department's requirements for promotion to associate professor. These requirements are described below.

D. The Department Tenure/Promotion Committee and the Department Chair, in their respective reviews, will evaluate a tenure-track faculty member's performance for the previous year in each of the three areas of review, and after noting the strengths and weaknesses in each area will assign a numerical value (1 to 5) for that area. The faculty member's overall score will be the weighted average of these three scores (40% Teaching, 40% Professional Achievement; 20% Service). Note that in the first-year review these scores will be based only on one semester's performance, not an entire year. In the final tenure review these numbers will be based on the faculty member's performance during the entire tenure probationary period.

E. In order to be considered for tenure and promotion to assistant professor, a tenure-track faculty member must have a minimum weighted score of 4.0, and must have at least an 4.0 in either Teaching Effectiveness or Professional Achievement.

F. Departmental reviews in each category will be based on the following guidelines:

1. **TEACHING EFFECTIVENESS** (40% of total score). To assess Teaching Effectiveness, reviewers will consider:
 - a. Student evaluations of performance in the classroom and of discharge of teaching duties (successful candidates must have a minimum of 80% good or excellent ratings from student evaluations).
 - b. Student retention and success rates
 - c. Peer evaluations of performance in the classroom and of discharge of teaching responsibilities
 - d. Contributions to curriculum and course development

- e. Activities in the development of classroom aids/materials and different systems of deliver
- f. Use of different and appropriate instructional strategies that allow students to understand the material being studied
- g. Participation in Learning Community classes
- h. Use of a variety of instructional strategies to encourage student development of critical, creative and reflective thinking
- i. Use of instructional technology in the classroom
- j. Development of a web page or pages that support traditional classroom instruction
- k. Independent studies (all independent studies must be approved by the Department Chair)
- l. Evidence of student success in joint faculty and student participation in scholarly endeavors (research papers, honor projects, theses, presentations, etc.)
- m. Awards and honors received for teaching excellence (Piper and school awards, nominations, letters of praise, etc.),
- n. Additional students evaluations that demonstrate a positive professional attitude in classroom activities and responsibilities (e.g. samples of student written evaluation)
- o. Evidence of professional growth in teaching endeavor (attending professional growth programs and seminars)
- p. Evidence of innovative responsibilities in teaching (field trips, studies abroad, performances, travels with students for academic or cultural purposes)

The above list is not exhaustive, nor are the items listed in any order of preference.

2. PROFESSIONAL ACHIEVEMENT (40% of total score). Assessment of a tenure-track faculty member's record in Professional Achievement will be based on substantial original contributions to scholarship or literature. Unless a faculty member has been hired in a creative writing capacity, primary emphasis should be on scholarly presentations and publications, rather than poems, stories, plays or novels. To be promoted to associate professor and be awarded tenure, the candidate must achieve multiple publications. The following list shows the types of venues where the candidate's work should be published:

- a. Refereed articles published in recognized scholarly journals at the regional, national or international level
- b. Short stories, plays or poems published in recognized scholarly journals at the regional, national or international level, or by academic or commercial presses with a national or international reputation for quality publications
- c. Book chapters published by academic or commercial presses with a national or international reputation for quality publications. A tenure-track faculty member should also receive similar credit for serving as primary editor of an edited collection of articles, stories, etc.
- d. Books published by academic or commercial presses with national or international reputation for quality publications
- e. Textbooks published by academic or commercial presses with national or international reputation for quality publications, if the textbook requires substantial original contributions from the tenure-track faculty member
- f. Refereed conference papers based on original research presented at regional, national, or international academic conferences

A tenure-track candidates record can also be strengthened by secondary publications, including, but not limited to:

- g. Book reviews published in recognized scholarly journals at the regional, national or international level
- h. Contributions to audio-visual or computer-bases media that required discipline-related expertise (film, theater, art performances etc.)
- i. Grant proposals
- j. Translations

The candidate should include a discussion of current, ongoing research efforts

and of future research plans, particularly in the final review folder.

The following is a list of possible combinations that might earn a tenure-track faculty member a score of 4.0 for the final tenure review

- 1 book (critical analysis, linguistic or literary) and 1 academic article in a refereed journal
- or 1 textbook, 2 academic articles in a refereed journal, or 1 academic article and 1 book review, translation or another work deemed to be of equivalent value
- or 1 creative book, 2 academic article in refereed journal, or 1 academic article and 1 book review, translation or other work deemed to be of equivalent value
- or 4 academic articles in a refereed journal
- or 1 chapter and 3 academic articles in a refereed journal
- or 1 co-authored scholarly book and 3 academic articles in a refereed journal or other work deemed of equivalent value
- or 1 co-authored textbook and 3 academic articles in refereed journal or other works deemed of equivalent value
- or 1 co-authored creative book and 3 academic articles in refereed journal or other works deemed of equivalent value
- or 1 foreword and 3 academic articles in refereed journal or other works deemed of equivalent value
- or 1 afterword and 3 academic articles in refereed journal or other works deemed of equivalent value
- or 1 foreword and 1 edited anthology and 3 academic articles in refereed journal or other works deemed of equivalent value

3. SERVICE (20% of total score)

a. Service to the University

University Committees or Councils

College Committees

Department Committees

Faculty Senate

Administrative duties

Student advising

Sponsorship of student organizations

b. Service to the Community

Active participation in professionally related community organizations

Participation in local boards and committees in the area of professional expertise

Work activities related to public schools and educational organizations

Professional consulting in the community

Presentations, workshops, conferences or seminars within the community

Providing free expertise to non-profit organizations

c. Service to professional organizations

Editing articles for publication by a scholarly journal or press

Organizing, chairing, or serving as commentator of a panel at an academic conference

Serving as an officer of a professional organization

Active membership in professional and educational associations

Participation at professional meetings

Participation on boards and committees of professional organizations

Assistance to professional groups, organizing seminars, workshops, etc.

V. PROCEDURES

A. The Department Chair will provide each finalist for a tenure-track position a copy of this document and the Promotion Policy at the candidate's on-campus interview for the tenure-track position.

B. The Department Chair will, after consulting with a newly-hired tenure-track candidate, appoint a faculty mentor to advise and assist the candidate during the

candidate's probationary period. The mentor must be a tenured member of the College of Arts and Humanities faculty, and must hold the rank of Associate Professor or Professor.

- C. As soon as the Department Chair receives the approved Calendar for the next year's tenure and promotion review process, he or she will deliver a copy of that Calendar to each tenure-track faculty member in the Department.
- D. At the beginning of the fall term the Department Chair will convene a meeting of the tenured and tenure-track faculty, who will elect a Tenure/Promotion Review Committee. This Committee will be composed tenured departmental faculty members who hold the rank of associate professor or professor. The Department Chair cannot serve as a member of the Tenure/Promotion Review Committee. Should a member of the Committee have to step down, the Department Chair will again call the tenured and tenure-track faculty together to elect a replacement. No faculty member can serve on Departmental Tenure/Promotion Committee more than two consecutive years. At their first Committee meeting, the members of the Tenure/Promotion Committee will elect one of their number to serve as chair of the Committee. No faculty member can serve two consecutive terms as chair of this Committee.
- E. On or before the date fixed by the Calendar, the tenure-track faculty member submits the Tenure Review folder to the Department Chair. The Chair turns the folder and a Tenure/Promotion Routing form over to the chair of the Department Tenure/Promotion Review Committee.
- F. Department Tenure/Promotion Committee Review
 - 1. The Committee's deliberations on the folder and its evaluation of the candidate are confidential.
 - 2. The Committee will consider all documents submitted by candidate, and may request additional information. As far as possible, the Committee will work prior to submission with individual tenure-track faculty members to help them improve their folders. This assistance will focus on *structure* and *content* of the folder, rather than the quality of the candidate's activities.
 - 3. The Department committee will study the Tenure Review folder and, using the approved University Tenure/Promotion Recommendation form, the Committee will record its recommendation on the candidate. This recommendation will be composed of:
 - a. A narrative description of the candidate's performance in each of the three areas, and a summary appraisal
 - b. A numerical rating on the Department's 10-point scale for the candidate in

each of the three areas of review, and a notation of the weighted average

- c. An indication of whether the Committee recommends continuation on tenure track or removal from tenure track. In the final review year the Committee will instead indicate whether it recommends awarding or denying tenure and promotion.
4. All Committee members sign the Recommendation Form (even if they are a minority in disagreement with the majority findings). The Committee Chair makes two copies of the Recommendation form: one copy goes in the candidate's Tenure Review folder, one goes in the candidate's Departmental personnel folder, and the original the Committee Chair gives to the candidate. This original should be placed in a sealed envelope addressed to the candidate and marked "Confidential"; the Committee Chair should give the recommendation directly to the candidate or place it in the candidate's Departmental mail box.
5. The Committee's Review must be completed and transmitted to the candidate within the time period allowed by the Calendar. Failure to do so means that, by default, the Committee has approved the candidate for continuation on tenure track or, in the final year, for the awarding of tenure.
6. The Committee also signs and dates the Tenure/Promotion Routing form. The Committee turns the candidate's folder, with the Tenure/Promotion Routing form and a copy of the Committee's recommendation, over to the Department Chair.

G. The Department Chair's Review

1. The Department Chair will conduct an independent evaluation of the candidate's folder, which can include comments on the Committee's recommendation. The Department Chair's evaluation is composed of the same elements as the Committee's evaluation (narrative analysis, numerical ratings, and recommendation). As with the Committee's Recommendation, the Chair's Recommendation is confidential.
2. The Department Chair makes two copies of the Recommendation form: one copy goes in the candidate's Tenure Review folder, one goes in the candidate's Departmental personnel folder, and the original the Department Chair gives to the candidate. This original should be placed in a sealed envelope addressed to the candidate and marked "Confidential"; the Department Chair should give the recommendation directly to the candidate or place it in the candidate's Departmental mail box.

3. The Department Chair signs and dates the Tenure/Promotion Routing form, and makes a copy of that form for Departmental records. The Department Chair turns the candidate's folder, with the Tenure/Promotion Routing form and copies of the two Departmental-level recommendations, over to the Dean of the College of Arts and Humanities.
4. The Department Chair's Review must be completed and transmitted to the candidate within the time period allowed by the Calendar. Failure to do so means that, by default, the Department Chair has approved the candidate for continuation on tenure track or, in the final year, for the awarding of tenure.

H. Appeals

1. The candidate may appeal either or both of the Department-level reviews. Faculty wishing to appeal the recommendations of the Department Committee or of the Department Chair will follow the "Request for Reconsideration" procedures under the *UTPA Handbook of Operating Procedures* Section 6.2.6 F(1-7) for Tenure, as follows:
 2. A request for reconsideration must be initiated no more than ten (10) working days after the faculty member has been notified of the recommendation or reasonably could have learned of the recommendation.
 3. The request must be submitted in writing, stating grounds for the request and including supporting evidence.
 4. The Department Tenure/Promotion Committee or Department Chair must submit a written response to the faculty member within ten (10) working days of receipt of the request for reconsideration. Copies of the request and the response are placed in the candidate's Tenure/Promotion Review folder before forwarding the materials to the next level of evaluation, and a copy of both documents should also be placed in the candidate's Department personnel folder.

REVIEW: Revisions of this document should be done every three years or on the request of three members of the Tenured Faculty of the Modern Languages and Literatures Department.

APPENDIX I

Format of Tenure/Promotion Review Folders

The University has a standard format for the presentation of Tenure/Promotion Review folders. The Department Chair can provide a copy of this format upon request.

Candidates may wish to include additional relevant information/documentation beyond that required by the University. Candidates are encouraged to consult senior faculty and the Department Chair about the contents and organization of the Candidate's Tenure/Review folder before the deadline for submission of the folder to the Department Chair.

The College of Arts and Humanities requires that candidates include a Professional Growth Plan in their annual Tenure/Review folder. This Plan should lay out, year by year, the candidate's goals in the area of Teaching, Professional Achievement, and Service. The Plan should be developed in consultation with the Department Chair. The Professional Growth Plan provides both the Candidate and the Department with a clearer understanding of what the candidate needs to accomplish in order to be considered for tenure.