

College of Education Promotion and Tenure Guidelines

Departmental and college guidelines/policies are subject to policies promulgated at the university levels. In the case of Promotion and Tenure, guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions (<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>). While a college or department may choose to implement higher standards than those detailed in the university-level Promotion and Tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of lower standards than detailed in the university-level Promotion and Tenure guidelines. It is the obligation of the chair of the department (and by extension the Dean of the College) to make all new tenured or tenure-track faculty members aware in writing of the university-level Promotion and Tenure guidelines and college and departmental level policies or procedures that may impact their tenure and/or promotion.

Section A. Annual Reviews and Pre-Tenure Reviews of Tenure-Track Assistant Professors

1. Every tenure-track faculty will be reviewed annually by the Department Chair/Director or appropriate administrator according to departmental procedures. The Chair/Director will provide the faculty member with a written summary of the review.
2. Additionally, faculty members whose appointment letters state that they have at least a four-year probationary period prior to being eligible for tenure must undergo a thorough pre-tenure review. This pre-tenure review typically occurs in the third year for tenure-track assistant professors on a seven-year probationary period and will be carried out according to departmental procedures. The faculty member under pre-tenure review must submit a portfolio in accordance with departmental/college policies and criteria utilized for mandatory tenure review. This portfolio will include the record of (a) rigorous scholarship that contributes to the strategic priorities of the College of Education; (b) teaching; and (c) service to the university, community, and/or profession. An independent review will be conducted by at least the departmental P&T committee and the departmental chair and include any additional review levels mandated in detailing the strengths and weaknesses of the pre-tenure review portfolio. The final letters generated as part of the departmental pre-tenure review become part of any subsequent mandatory tenure review portfolio.

Section B. Promotion and Tenure Committee Membership, Responsibilities, and Timeline.

1. According to the COE Constitution, the COE Promotion and Tenure Committee shall consist of:
 - one tenured Full Professor from each Department,
 - one additional tenured faculty member from each Department who holds either the rank of Associate or Full Professor, and
 - one tenured faculty member at large from any Department who holds either the rank of Associate or Full Professor

Department representatives will be elected by vote of the tenure-track/tenured faculty in the respective departments and college, in accordance with Department voting policy. Elected faculty will serve a two-year term. The College of Education Promotion and Tenure Committee members will be elected during the spring semester for service beginning during the fall semester of the next academic year.

College of Education Promotion and Tenure Guidelines

2. In accordance with UH policy, faculty members may serve at only one level of Promotion and Tenure review – Department committee, Department chair, College committee, Dean, or University committee. The reviews within each level will be conducted independently, and communications will remain confidential.
3. The College of Education Promotion and Tenure Committee will elect a Chairperson(s) each year.
4. The College of Education Promotion and Tenure Committee will confirm that Department, College, and UH P&T guidelines are posted on the faculty intranet so faculty are informed with regard to what is expected of them to be promoted and/or tenured.
5. The College of Education Promotion and Tenure Committee will begin the review of each candidate's portfolio according to the Provost's timeline. This portfolio will include all materials submitted by the candidate, external review letters, and the letters submitted independently by the respective Departmental Promotion and Tenure Committees and Department Chairs.

Section C. Procedures and Criteria for Promotion and Tenure to Associate Professor or for Awarding Tenure at the Associate Professor Rank in the College of Education

1. All College and Department policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines. The Provost's website provides the current UH P&T Guidelines and the P&T Process Timeline. The COE Faculty Intranet provides the current College and Department P&T Guidelines.
2. Mandatory review for Promotion and Tenure for tenure-track assistant professors on a seven-year probationary period will take place no later than the sixth year of the professor's appointment, unless the candidate received an extension of the probationary period under the provisions of the University of Houston Faculty Handbook. Associate Professors appointed without tenure shall normally serve a probationary period not to exceed four years.
3. Each Department shall develop written criteria for Promotion and Tenure consistent with University and College policies and include these criteria in their appointment letter.
4. Promotion and Tenure at this level usually occur at the same time. Candidates for Promotion and Tenure to Associate Professor or the award of Tenure at the Associate Professor rank are responsible for the timely submission of Promotion and Tenure materials consistent with the criteria of the Department, the College and the University. Additionally, Department Chairs/Directors shall solicit four to six external reviews of the candidate's materials from tenured scholars who meet the criteria set forth in UH policy. All external letters received are included in the portfolio. A minimum of three external letters is required. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the Promotion and Tenure process.
5. The College of Education Promotion and Tenure Committee will conduct an independent review

College of Education Promotion and Tenure Guidelines

of the candidate's record, external review letters, Department Promotion and Tenure Committee

recommendation, and the Department Chair's recommendation to evaluate if the candidate met the criteria for promotion with tenure according to the Department's Guidelines approved by the Dean and Provost. In the absence of approved Departmental guidelines, the committee will evaluate the record based on University standards and any previously published College standards.

6. Successful candidates for Promotion and Tenure to Associate Professor shall demonstrate excellence in (a) rigorous scholarship that contributes to the strategic priorities of the College of Education, (b) teaching, and (c) service to the university, community, and/or profession as appropriate to their particular discipline. The awarding of tenure shall be based on the candidate's contributions in scholarship; the promise or achievement of a national reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate's career.
7. Only tenured faculty in the department may participate in deliberations, vote on the recommendation to award Promotion and Tenure to an Associate Professor or the recommendation for the award of Tenure at the Associate Professor rank, and sign the candidate's Promotion and Tenure committee letter. All deliberations are conducted in confidence.
8. The Department committee shall provide a letter that includes an independent review of the candidate's record, a recommendation for Promotion and Tenure (or tenure), based on the majority of votes cast along with the actual vote. The Department Chair/Director shall provide a letter that includes an independent review of the candidate's record and a recommendation for Promotion and Tenure. Copies of these letters shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. The candidate will have the chance to review the committee's decision letter and meet with committee if requested, to address concerns including factual errors or inaccuracies. These reports will be submitted to the College Promotion and Tenure Committee for review as part of the candidate's portfolio.
9. The College Promotion and Tenure Committee shall review the candidate's Promotion and Tenure (or Tenure) materials, external review letters, the Department's recommendation, and the Department Chair/Director's report and shall make written recommendations to the Dean, regarding Promotion and Tenure (or award of tenure at Associate rank) as well as the continuance of faculty members in the College according to University procedures, departmental criteria, and College standards. The College of Education Promotion and Tenure Committee will vote on each candidate with a candidate receiving a favorable recommendation when he or she receives a majority vote.
10. The College of Education Promotion and Tenure Committee will provide the candidate a letter that includes: (a) an executive summary of the committee's findings, regarding scholarship, teaching, and service, and (b) the committee's recommendation in the form of an anonymous vote. The letter should not reveal the identity of the external reviewers.
11. The candidate will be given the opportunity to review the letter and correct any errors of fact. Additionally, faculty members may select to meet with the committee to review the recommendation and/or request to reconsider the decision of the committee prior to continuing to

College of Education Promotion and Tenure Guidelines

the next level of review. This is in accordance with the University level policy section that the candidates may “rebut statements made or to offer new information for the review” at the Departmental and College Level.

12. The Dean shall make an independent evaluation of the candidate’s portfolio and provide a written report and recommendation. A copy of the Dean’s report shall be made available to the candidate; the report should not reveal the identity of the external reviewers. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost’s Office for review at the University level.

Section D. Procedures and Criteria for Promotion to Full Professor in the College of Education

1. All College and Department policies and procedures must comply with the Provost’s annual Promotion and Tenure Guidelines. The Provost’s website provides the current UH P&T Guidelines and the P&T Process Timeline. The COE Faculty Intranet provides the current College and Department P&T Guidelines.
2. Each Department shall develop and make available to faculty written criteria for promotion to Full Professor consistent with University and College policies.
3. Candidates for promotion to Full Professor are responsible for the timely submission of promotion materials consistent with the criteria of the Department, the College and the University. Additionally, Department Chairs/Directors shall solicit four to six external reviews of the candidate’s materials from nationally and/or internationally recognized tenured Full Professors who meet the criteria set forth in the UH P&T Guidelines. All external letters received are included in the portfolio. A minimum of three external letters is required. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the Promotion and Tenure process.
4. The College of Education Promotion and Tenure Committee will conduct an independent review of: (a) the candidate’s record, (b) external review letters, (c) Department Promotion and Tenure Committee recommendation, and (d) the Department Chair’s recommendation, to evaluate if the candidate met the criteria for promotion to Full Professor according to the Department’s Guidelines. The committee will evaluate the record based on Department, College and University standards.
5. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in (a) rigorous scholarship that contributes to the strategic priorities of the College of Education, (b) teaching, and (c) service to the University, community, and/or profession appropriate to the particular discipline. The promotion to Full Professor shall be based on the candidate’s national recognition in scholarship; the achievement of a national reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate’s career.
6. Only Full Professors on the Department or College committees may participate in deliberations, vote on the candidate’s promotion to Full Professor and sign the candidate’s Promotion and Tenure committee letter. All deliberations are conducted in confidence. In the event that there

College of Education Promotion and Tenure Guidelines

are fewer than three Full Professors eligible to undertake the committee review in a Department, additional Full Professors will be named by the Dean to the Departmental committee in consultation with the Chair/Director of the Department.

7. The Department committee shall provide a letter that includes an independent review of the candidate's record and a recommendation for promotion to Full Professor, based on the majority of votes cast along with the actual vote. The Department Chair/Director shall provide a letter that includes an independent review of the candidate's record and a recommendation for Promotion and Tenure. Copies of these letters shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. The candidate will have the opportunity to review the committee's decision letter and meet with the committee if requested, to address concerns including factual errors or inaccuracies. These reports will be submitted to the College Promotion and Tenure Committee for review as part of the candidate's portfolio.
8. The candidate will be given the opportunity to review the letter and correct any errors of fact. Additionally, faculty members may select to meet with the committee to review the recommendation and/or request to reconsider the decision of the committee prior to continuing to the next level of review.

The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. A copy of the Dean's report shall be made available to the candidate; the report should not reveal the identity of the external reviewers. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level.

Section E. Reconsideration of Promotion and Tenure Decision

Rationale

In the event of an initial negative recommendation, candidates may request, in writing reconsideration of the decisions of the Department, the Department Chair/Director, the College P & T Committee, and/or the Dean. This process is designed for faculty members to rebut statements made or to offer new information. This is in accordance of the UH Policy section 7.2. Reconsiderations may be requested for factual errors and/or procedural irregularities.

Responsibilities of Each Party

The following section delineates the responsibility of the candidate and of the College Promotion and Tenure Committee during the reconsideration process.

Candidate's Responsibility:

The responsibility of the candidate is to document in writing that the negative decision is principally a consequence of the failure of one or more parties to the review process and therefore the candidate's qualifications did not receive a fair review. The candidate is required to follow the-following procedure:

1. A candidate requesting a reconsideration of the College Promotion and Tenure Committee's

College of Education Promotion and Tenure Guidelines

decision must submit a written notification of this request to the Committee chair within five business days of receiving the Committee's report. No later than five business days thereafter, the candidate must provide to the Committee any new evidence or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the Chair/Director of his or her Department or another faculty colleague to provide information to the Committee.

2. A candidate requesting a reconsideration of the Dean's decision must submit a written notification of this request to the Dean within five business days of receiving the Dean's report. No later than five business days thereafter, the candidate must provide any new evidence or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the Chair/Director of his or her Department or another faculty colleague to attend and/or provide information to the Dean.

Committee's Responsibility:

The responsibility of the College P&T Committee is to make its best judgment as to (1) the existence of material failures, inaccuracies or procedural irregularities; (2) whether or not these failures, inaccuracies or irregularities significantly impaired a fair review of the candidate's qualifications for promotion and/or tenure.

Recommendations

By a simple majority vote of committee members, the College P & T Committee will make a decision concerning the reconsideration based on the following:

1. Whether or not material failures, inaccuracies or irregularities existed for a given candidate; and if so
2. Whether or not these failures, inaccuracies or irregularities appear to have interfered with an appropriate vote on the performance record.

If the recommendation of the College P & T Committee is that the grounds for reconsideration were insufficient to have had an adverse effect on the results of the prior committee's vote, then the committee will so inform the candidate in writing, and the negative recommendation will stand.

If the recommendation of the College P & T Committee is that the reconsideration has merit, then the Committee will inform the candidate in writing that the initial negative recommendation has been reviewed and reversed.

College of Education Promotion and Tenure Guidelines

Policy Endorsement and Approvals

The College of Education Promotion and Tenure Guidelines have been reviewed and approved by:

College of Education Faculty (June 3, 2018)

The Dean of the College of Education (March 26, 2019)

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Mark S.F. Clarke Ph.D.

The Provost (_____)

Provost
Faculty Development & Fqc. **Affairs**

These College of Education Promotion and Tenure Guidelines are formally adopted effectively following the approval of Provost.

Revision Log (beginning 2020)

Policy Title/Revision Title	Inserted Revision	Date and Recorded Vote of Faculty and Approval	COE Dean's Approval and Date	UH Provost Approval and Date
Updates at the request of faculty for language to be clarified; Revisions by COE P&T committee and minor edits by COE FEC	-Updated Section C to reflect specification regarding process related to Associate Professors without tenure -minor edits for consistency in capitalization	May 2020 - 33/55 voted (quorum met): 30 yes 0 no 3 abstain	<i>Robert Thompson</i> 07/01/20	<i>Mark</i> July 15, 2020