

UNIVERSITY of **HOUSTON**

---

KATHRINE G. McGOVERN COLLEGE OF THE ARTS

## **Promotion & Tenure Procedures**

**KGMCA Bylaws, Article 8. Addendums**

**Ratified October 16, 2018**

## Article 8. Addendums

### ADDENDUM: Promotion & Tenure Procedures

The promotion and tenure policies and guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. Departmental guidelines and policies are subject to policies promulgated at the college and University levels. While a college or department may choose to implement more rigorous 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 less rigorous standards than detailed in the in the University-level promotion and tenure guidelines.

#### Section 1. Annual Performance Reviews and Pre-Tenure Reviews of Tenure-Track Assistant Professors

1. Every tenure-track faculty will be reviewed annually by the Director of the School or appropriate administrator according to School procedures as required under University policy. The Director will ensure that all faculty members receive the School's Annual Performance Review policy. The Director will provide the faculty member with a written summary of the APR.
2. A full pre-tenure review normally occurs in the tenure-track Assistant Professor's third year. Eligible faculty in the School will conduct a comprehensive review of his or her record of (a) scholarship, creative activities, and/or performance; (b) teaching; and (c) service to the University, community, and/or profession for the purpose of assessing progress toward tenure. Following School procedures, the Director of the School will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the pre-tenure portfolio. This letter will be forwarded to the Dean of the College and placed in the candidate's personnel file. This letter will play a critically important role in the promotion and tenure review.

#### Section 2. Procedures and Criteria for Tenure and Promotion to Associate Professor in the College

1. All College and School policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.

2. Mandatory review for tenure and promotion will take place no later than the sixth year of a tenure-track Assistant Professor's appointment, unless the candidate received an extension of the probationary period under the provisions of the University of Houston Faculty Handbook.
3. Each School shall develop and make available to faculty members, upon their appointments, written criteria for tenure and promotion consistent with University and College policies.
4. Candidates for tenure and promotion to Associate Professor, which normally occur together, are responsible for the timely submission of tenure and promotion materials consistent with the criteria of the School, the College, and the University. Additionally, School Directors shall solicit three to six external reviews of the candidate's materials from well-qualified senior scholars in accordance with University policies. 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. Successful candidates for tenure and promotion to Associate Professor shall demonstrate excellence in (a) scholarship, creative activities, and/or performance, (b) teaching, and (c) service to the University, community, and/or profession as appropriate to the particular discipline. The awarding of tenure shall be based on the candidate's serious and significant contributions in scholarship, creative activities, and/or performance; the promise or achievement of a national or international reputation in his or her field; and the expectation of continued excellence in all areas throughout the candidate's career.
6. Only tenured faculty in the School may vote on the granting of tenure and the promotion to Associate Professor. All deliberations are conducted in confidence. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities, and/or performance, teaching, and service, including a recommendation based on the majority of votes cast. The Director of the School shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports shall not reveal the identity of the external reviewers. These reports will be submitted to

the College Tenure and Promotion Committee for review as part of the candidate's portfolio.

The College Tenure and Promotion Committee shall review the candidate's tenure and promotion materials, external review letters, the School's recommendation, and the Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion and tenure as well as the continuance of faculty members in the College according to University procedures, School criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. 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. A copy of the Committee's and the Dean's reports shall be made available to the candidate; these copies shall not reveal the identity of the external reviewers.

Section 3. Procedures and Criteria for Promotion to Full Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
2. Each School 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 School, the College, and the University. Additionally, School Directors shall solicit three to six external reviews of the candidate's materials from well-qualified senior scholars in accordance with University policies. 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.
4. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in (a) scholarship, creative activities, and/or performance, (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 serious and significant contributions in scholarship, creative activities, and/or performance; the achievement of a national or international reputation in his or her field; and the expectation of continued excellence in all areas throughout the candidate's career.

5. Only Full Professors in the School may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there are fewer than three Full Professors eligible to undertake the Committee review in a School, additional Full Professors will be named by the Dean to the School Committee in consultation with the Director of the School. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities, and/or performance, teaching, and service, including a recommendation based on the majority of votes cast. The Director of the School also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; these copies shall not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.
6. In a School where the Director does not hold the rank of Full Professor, the Dean shall appoint a Full Professor from the School, or from another School if there are no Full Professors in the School at issue, to oversee the School's deliberations regarding a candidate's promotion to Full Professor and to provide an independent written recommendation and report with his or her assessment of the candidate's record.
7. The College Tenure and Promotion Committee shall review the candidate's promotion materials, external review letters, the School's recommendation, and the School Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. 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. A copy of the Committee's and Dean's reports shall be

made available to the candidate; these copies shall not reveal the identity of the external reviewers.

#### Section 4. Reconsideration of Tenure and Promotion Decision

1. In cases of a negative recommendation, candidates for tenure and promotion to Associate Professor or for promotion to Full Professor are entitled to a reconsideration of the decisions of the School Committee, the Director of the School, the College Tenure and Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
2. Each School shall establish procedures for reconsideration. School reconsiderations should occur before the deadline for portfolio submission to the College.
3. A candidate requesting a reconsideration of the College Tenure and Promotion Committee's 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 to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Committee.
4. 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 days thereafter, the candidate must provide to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Dean.

#### Section 5. Annual Merit Reviews and Post-Tenure Reviews

1. Schools shall develop their own procedures and criteria for both the annual merit reviews and post-tenure reviews, subject to the approval of the Dean with final consideration and approval by the Office of the Provost. Directors shall forward to the Dean the outcomes of annual

merit and post-tenure reviews. In both instances, recommendations will be made to the Office of the Provost in accordance with applicable policies and procedures as necessary.

#### Section 6. Faculty Leave as Related to Scholarship, Creative Activities, and/or Performance

1. Faculty members must engage in projects that contribute to their profession and that help them achieve tenure, promotion and national and international prominence. University of Houston policy concerning consulting and outside employment states that a faculty member who engages in consulting or other outside employment, including teaching on a temporary basis at other institutions, during a semester in which the faculty member is assigned teaching duties, must ensure that such activities do not interfere with regularly scheduled classes. Such activities must not require commitments of time averaging more than one day per calendar week (i.e., one day in seven).
2. In certain extenuating circumstances, faculty members may petition their Director for individual exceptions to the portion of the policy regarding limitations on the amount of time occupied by such activities. Petitions will be subject to the approval of the Director, the Dean, and the Provost. Petitions will be evaluated to ensure that the proposed activities benefit the faculty member, that the workload of other faculty members in the School is not adversely affected, and that the proposed activities do not adversely affect regularly scheduled classes.

#### Section 7. Non-Tenure-Track Promotion Committee

1. The Non-Tenure-Track Promotion Committee shall consist of nine faculty members, including three Non-Tenure-Track Associate or Full Professors plus the Tenure-Track Promotion and Tenure Committee. The Directors, in consultation with the Dean, shall assist in selecting the Non-Tenure-Track members to serve a one-year term. The Non-Tenure-Track members of the committee shall be of a higher ranking than the candidates being considered for promotion, or this requirement may be waived with the approval of the office of the Provost. A Committee member from a candidate's School shall recuse him- or herself from discussions and votes on that person's candidacy.

The Committee shall make recommendations to the Dean regarding promotions as well as the continuance of faculty members in the College according to University procedures, School criteria, and the College standards set forth in these bylaws.

Section 8. Annual Reviews and Continuing Employment Reviews of Non-Tenure-Track Assistant Professors

1. Every non-tenure-track faculty member will be reviewed annually by the Director of the School or appropriate administrator according to School procedures. The Director will ensure that all faculty receive the School's Annual Performance Review policy. The Director will provide the faculty member with a written summary of the APR.
2. A full continuing employment review normally occurs in the non-tenure-track Assistant Professor's third year. Eligible faculty in the School will conduct a comprehensive review of his or her record for the purpose of assessing progress toward promotion. The areas under review for non-tenure-track promotion will be defined by the School as at least two of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. Following Committee review, the Director of the School will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the continuing employment portfolio. This letter will be forwarded to the Dean of the College and placed in the candidate's personnel file.

Section 9. Procedures and Criteria for Non-Tenure-Track Promotion to Associate Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion Guidelines and applicable University policy posted on the Office of the Provost website or published elsewhere by the University.
2. Review for promotion may take place as early as the sixth year of a non-tenure-track Assistant Professor's appointment.
3. Each School shall develop and make available to faculty members, upon their appointments, written criteria for promotion consistent with University and College policies.



Candidates for promotion to Associate Professor are responsible for the timely submission of promotion materials consistent with the criteria of the School, the College and the University. Additionally, School Directors shall submit a minimum of four review letters of the candidate's materials. At least one letter shall be from outside of the School, but may be within the University. Letters external to the University may be used, but are not required. External letters should be from "arm's length" reviewers, as laid out in University Promotion and Tenure Guidelines. 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 process.

4. Successful candidates for promotion to Associate Professor shall demonstrate excellence in at least two of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. The awarding of promotion shall be based on the expectation of continued excellence in these areas throughout the candidate's career.
5. Only non-tenure-track Associate and Full Professors and tenured faculty in the School may vote on the granting of promotion to Associate Professor. All deliberations are conducted in confidence. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities and/or performance, teaching, and/or service, including a recommendation based on the majority of votes cast. The Director of the School shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers. These reports will be submitted to the College Promotion Committee for review as part of the candidate's portfolio.

The College NTT Promotion Committee shall review the candidate's materials, review letters, the School's recommendation, and the Director's report, and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion as well as the continuance of faculty members in the College according to

University procedures, School criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. 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. A copy of the Committee's and the Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers.

Section 10. Procedures and Criteria for Non-Tenure-Track Promotion to Full Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion Guidelines and applicable University policy as posted on the Office of the Provost's website or published elsewhere by the University.
2. Each School 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 School, the College and the University. Additionally, School Directors shall submit a minimum of four reviews of the candidate's materials including at least one arm's-length external reviewer. To the extent allowed by law, these 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.
4. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in at least two of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. The promotion to Full Professor shall be based on the candidate's significant contributions to his or her field and the expectation of continued excellence throughout the candidate's career.

Only non-tenure-track Full Professors and tenured faculty in the department may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there

are no non-tenure-track Full Professors eligible to undertake the committee review in a School, additional non-tenure-track faculty may be named by the Dean to the School Committee in consultation with the Director of the School. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities and/or performance, teaching, and/or service, including a recommendation based on the majority of votes cast. The Director of the School also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers. These reports will be submitted to the College Promotion Committee for review as part of the candidate's portfolio.

5. The College NTT Promotion Committee shall review the candidate's materials, review letters, the School Committee's recommendation, and the School Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. 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. A copy of the Committee's and Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers.

#### Section 11. Reconsideration of Non-Tenure-Track Promotion Decision

1. In cases of a negative recommendation, candidates for promotion to Associate Professor or Full Professor are entitled to a reconsideration of the decisions of the School Committee, the Director of the School, the College NTT Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
2. Each School shall establish procedures for reconsideration. School reconsiderations should occur before the deadline for portfolio submission to the College.
3. A candidate requesting a reconsideration of the College NTT Promotion Committee's 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 to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Committee.

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 to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Dean.

Reviewed and Approved



Mark S.F. Clarke, Ph.D

04/30/2020

Associate Provost

Faculty Development and Faculty Affairs