



# Policy and Procedures Manual

## Application: All Faculty

### Section F1.4 Academic Rank, Reappointment, Promotion, and Tenure of Faculty

#### ***F1.4 Academic Rank, Reappointment, Promotion, and Tenure of Faculty***

Promotion of regular faculty in rank is a means by which the university recognizes excellence in its faculty. Promotions are not simply awarded for years of service but are earned by the faculty member's efforts to work towards the goals of the university. Eligible faculty apply for rank promotion from assistant professor to associate professor concurrent with their application for tenure.

The Board has delegated authority to the President to grant academic rank or promotion in academic rank in accordance with board and university policy (3.3 a. RUSO Manual)

Exceptions to criteria for promotion in rank may be recommended by the President (3.3 f. RUSO Manual) upon recommendation from the Provost/VPAA.

No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

#### **F1.4.1 Academic Ranks**

The principal academic ranks of the university shall be professor, associate professor, assistant professor, and instructor. The minimum educational qualifications for Professor, Associate Professor and Assistant Professor shall be an earned doctorate degree awarded by a regionally accredited institution (e.g., Higher Learning Commission or Southern Association of Colleges and Schools) or an equivalent condition for a degree received in another country. Educational qualifications for these ranks shall be as follows (3.3 b. RUSO Policy Manual):

1. Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
2. Associate Professor: An earned doctorate degree or a Master of Fine Arts requiring a minimum of sixty graduate hours awarded by a regionally accredited or internationally recognized institution.
3. Assistant Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. The institution may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a Master of Fine Arts that requires a minimum of sixty graduate hours
4. Instructor: An earned master's degree awarded by a regionally accredited or internationally recognized institution.
5. Others: Classification of instructional personnel who are not subject to assignment of rank may be special instructor, lecturer, graduate assistant, adjunct instructor, part-time instructor, or by other title. (3.3.b RUSO Manual)

#### **F1.4.2 Reappointment**

All non-tenured faculty members are considered to hold one-year probationary appointments. Such appointments are subject to renewal on an annual basis.

Tenured faculty are considered to hold a continuous appointment, so they do not need to receive notice of annual reappointment.

The Board delegates to the university President or the President's designee the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed will be given written notice from the university on or before March 1, prior to termination of the current appointment. Failure

to reappoint may be without causes. Reappointment or non-reappointment by the university is subject to ratification by the Board. (RUSO Manual June 2018)

The Faculty Performance Evaluation serves as a significant, but not an exclusive, tool for decisions of reappointment.

The decision regarding renewal for all regular non-tenured faculty must be made by March 1 of the current academic year of employment at East Central University.

**Reappointment Process/Timeline:**

1. Reappointment will follow the annual Faculty Performance Evaluation process
2. Department Chairs/supervisors will send a written recommendation of renewal for all non-tenured faculty to the Deans by the last Friday of January.
3. Deans will forward their written recommendation for renewal to the VPAA by the second Friday of February.
4. Faculty members will be notified of renewal in writing by the VPAA according to the established deadlines as described above.

For faculty applying for tenure and/or promotion, the process of reappointment shall proceed through the President and RUSO and following the processes outlined in Section 1.4.18 in the Faculty Handbook.

The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board.

**F1.4.3 Promotion and Tenure**

Promotion and tenure timelines are intertwined, with eligible faculty applying for rank promotion from assistant professor to associate professor (in most instances) concurrent with their application for tenure. In an effort to provide clarity on this complex process, the Promotion and Tenure processes will be: a) defined (including minimum criteria required to apply) and b) described in the order eligible faculty are expected to progress through the reviews of tenure and promotion (including required documentation and relevant review processes).

**F1.4.4 Responsibility for Awareness of Policies, Status, and Timetables**

1. **Faculty Member.** It is the responsibility of each faculty member to know the university policies regarding tenure and/or promotion and applicable institutional timetables for the review process. Each faculty member should know the progress and disposition of their tenure and/or promotion application.
2. **Department Chair.** It is the additional responsibility of each Chair to know the tenure and/or promotion status of each member of their department and to inform the potential candidates of the timetable for the review process.
3. **Dean.** It is the responsibility of the Deans to inform the Department Chair about which members of their respective departments are eligible for tenure and/or promotion and of the timetable for the review process.
4. **Provost and Vice President for Academic Affairs.** It is the responsibility of the Provost/VPAA to inform the faculty, by publication in a timely manner, of the criteria and procedures for granting tenure and/or promotion. It shall also be the Provost/VPAA's responsibility to inform the Deans about which members of the college/school are eligible to be considered for tenure and/or promotion and of the timetable for the review process.

All steps of the review process described following shall be carried out in accordance with the timeline in section F1.4.15 which should be published at the beginning of each academic year by the office of the Provost/VPAA.

**F1.4.5 Definition of Promotion**

Promotion of regular faculty in rank is a means by which the university recognizes excellence in its faculty. Promotions are not simply awarded for years of service but are earned by the faculty member's efforts to work towards the goals of the university.

Authority to grant academic rank or promotion in academic rank is delegated to the university President. Determination of merit and granting promotion in rank shall be in accordance with the promotion policies and procedures of the university as well as the minimum criteria contained in RUSO policies. (RUSO Policy Manual 3.3a)

#### **F1.4.6 Minimum Criteria for Promotion**

Promotion at East Central University is based upon the highest interests of the university that will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the Chairs, the academic Deans, the Provost/VPAA, and the President of the university. The criteria and procedure for attaining promotion in rank are designed to systematize and clarify operations as well as to inspire cooperation and confidence among those involved.

Applications for promotion must meet the educational and experiential requirements listed below in Section 1.4.7 as well as demonstrate evidence of continuing excellence in each of the criteria being evaluated (i.e., effective classroom teaching, scholarly or creative achievement, contributions to the institution and profession, and as appropriate performance of non-teaching or administrative duties.).

#### **F1.4.7 Educational Requirements for Promotion**

Faculty members must possess an academic degree relevant to the discipline they teach and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. For further information on educational qualifications for academic rank, see 1.4.1.

#### **F1.4.8 Experiential Requirements for Promotion**

Faculty members remain at the same rank for a minimum of five years. Exceptions may be made by the university President upon recommendation from the Provost/VPAA (3.3.e RUSO Manual)

#### **F1.4.9 Definition of Tenure**

Tenure is a privilege and a distinctive honor. Tenure is defined as continuous reappointment which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of the appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the university. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in: a) effective classroom teaching; b) scholarly or creative achievement; c) contributions to the institution and profession; and d) performance of non-teaching or administrative duties.

1. Tenure may be granted by the Board of Regents of the Regional University System of Oklahoma upon recommendation of the university President. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this section.
2. The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank.
3. Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status previously granted as a member of the faculty.
4. The Board intends that tenured personnel are reappointed to the faculties of the institutions under its control within existing positions that are continued the next academic year. The Board reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation.
5. The Board recommends that not more than sixty-five percent (65%) of the full-time faculty at a university receive tenure.

Tenure is granted only by the Board. The recommendation to the Board that a faculty member be granted tenure is made by the President. Normally, the President's request that a faculty member be granted tenure will be based on the review procedure described in Section 1.4.18 Review Process for Tenure/Promotion, Promotion, and Post-Tenure. Regardless of all recommendations within the institution, a faculty member does not have tenure until that person has been granted such by the Board. At any time and, in rare instances, tenure may be recommended in fewer than five years. If at the end of seven years any faculty member, has not attained tenure, there will be an automatic non-renewal of contract for the faculty member unless a specific recommendation from the President to the contrary is approved by the Board each year thereafter.

A recommendation for tenure may also come directly from the Provost/VPAA or from the President of the university without prior review and recommendation from the division or department. If the President determines to recommend granting of tenure, they will make the recommendation to the Board.

The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its faculty employees except as authorized by the Oklahoma Constitution (RUSO Policy Manual Ch 3, June 2018).

#### **F1.4.10 Tenure-Seeking Probationary Period**

Non-tenured faculty members holding academic rank above the level of instructor (assistant professor, associate professor or professor) shall be on probation for a minimum of five years after the date of first being placed in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probationary period only if approved by the university President (3.4.d.1 RUSO Manual).

The probationary period begins when the faculty member is first employed in a tenure-track position. Seven years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the President to the contrary is approved by the Board each and every year thereafter. If a faculty member is denied tenure and is not reappointed, the university shall notify tenure candidate of the non-renewal date. (RUSO Policy Manual April 2019)

For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probationary employment, and a leave of absence is not included as part of the provisional period. (RUSO Policy Manual April 2019)

#### **F1.4.11 Third Year Pre-Tenure Review**

Each non-tenured faculty member shall complete a pre-tenure review in their fourth year. Under the direction of the Dean, the pre-tenure review is to be completed by the last day of November following the completion of the faculty member's first full (August through May academic year) three years of employment. The pre-tenure review shall include the faculty member's mentor (if assigned), immediate Supervisor (Department Chair or Coordinator), and school director, if appropriate.

#### **F1.4.12 Documentation Required for Third Year Pre-Tenure Review**

1. teaching observation instruments completed during the first three years
2. the first three annual Performance Evaluation Reports
3. any other pertinent or relevant information and data available at the time of the review.

The Dean shall file the "Third Year Pre-Tenure Review" form with the Office of Academic Affairs. A copy shall also be given to the faculty member. The committee shall recommend 1) satisfactory progress; 2) unsatisfactory progress with a plan for improvement; or 3) do not renew.

#### **F1.4.13 Eligibility for Review of Tenure/Promotion, Promotion, and Post-Tenure**

At the start of the academic year, faculty who are eligible for tenure/promotion or promotion review will be notified of their eligibility by the Academic Affairs Office.

#### **F1.4.13.1 Tenure/Promotion**

After the fifth year of probationary employment has been completed, eligible faculty apply for both tenure and rank promotion from assistant professor to associate professor. If deemed necessary (faculty member agrees and Provost/VPAA is notified), application may be delayed to the following year, but not beyond.

#### **F1.4.13.2 Promotion**

After the minimum five years within rank has been achieved, faculty become eligible to apply for rank promotion from associate professor to professor.

#### **F1.4.13.3 Post-Tenure**

The academic and professional performances of each tenured faculty member at each institution must be reviewed at least every three years. (RUSO policy 3.4.e.2) At East Central University, tenured faculty are reviewed every academic year in the form of the Faculty Performance Evaluation (FPE). In the event that an FPE of a tenured faculty member results in a finding of "Does Not Meet Expectations," a Post-Tenure Review Committee will be formed in the Spring semester to conduct a review. For tenured faculty whose duties are basically administrative or non-instructional, the Provost/VPAA will refer the review to the appropriate supervisor. Tenured faculty who resign or retire at the end of the academic year may be exempt if their letter of intent to retire/resign is submitted to the Provost/VPAA prior to arranging the post-tenure review.

NOTE: Department Chairs eligible for tenure and/or promotion shall submit their applications to the Dean, and Deans eligible for promotion shall submit their applications directly to the Provost/VPAA.

#### **F1.4.14 Procedure to Apply for Tenure/Promotion or Promotion Review**

At the start of the academic year, faculty who are eligible for tenure/promotion, promotion review will be notified of their eligibility by the Academic Affairs Office.

NOTE: Reviews for tenure/promotion, promotion, and post-tenure proceed at different times in the academic year, and shall be carried out in accordance with a timetable to be published at the beginning of each academic year by the office of the Provost/VPAA. It is the faculty member's responsibility to be aware of applicable due dates and times for the faculty member's particular review.

#### **F1.4.15 Tenure/Promotion Review and Promotion Review Timelines**

<b>Tenure/ Promotion Due Dates</b>	<b>Promotion Due Dates</b>	<b>Actions to be Completed</b>
August		Academic Affairs office notifies faculty who are eligible for tenure and promotion.
September		Tenure and Promotion Workshop for those eligible for tenure and promotion this academic year.
October		2nd Tenure and Promotion Workshop for all faculty who are in the tenure and promotion pipeline.
November		Dean notifies the Provost/VPAA of delay of review for tenure/promotion.
Fall Semester		Academic Affairs will work with Faculty Senate to appoint committee members if additional tenured faculty are needed for departments with fewer than 5 tenured faculty.
Tuesday after Martin Luther King, Jr. Day in January	Friday of first week in February	Faculty member finalizes e-portfolio by 5:00 p.m. CETL removes faculty member access and opens access to the committee members, the Department Chair, and the Dean for review. This information will be provided to CETL by the Office of Academic Affairs
Receipt of portfolio to Wednesday of First week of		E-Portfolio reviewed by committee. (All members have access to the e-portfolio through Blackboard.) Evaluations conducted using guidelines outlined in the Faculty Handbook Section 1.4.18 Review Process for Tenure/Promotion, Promotion, and Post-Tenure

February		
Friday of first week of February	Receipt of portfolio to Thursday of first week of March	Chairs and Deans complete independent personal review of portfolios and generate personal recommendation letters (either for or against) to be uploaded to the portfolio.  <b>Tenure/Promotion Only:</b> Portfolios, including letters resulting from independent reviews from the Committee, Chair, and Dean, are due in the Office of Academic Affairs by 5:00 pm (Dean notifies provost portfolio is complete). The Chair will upload: 1) A statement of the committee's recommendation with final vote tally and justification and 2) Chair's recommendation letter. The Dean will upload: The Dean's recommendation letter.
Third Monday of February		The Department Chair must notify the candidate of their recommendation and the committee's recommendation in writing. The Dean must notify each candidate of their recommendation in writing.
Receipt of portfolio through March		Provost portfolio review
March		Provost submits written recommendation to the President.
April		President submits written recommendation to the RUSO governing board.
April, or the subsequent RUSO board meeting at which tenure and promotion agenda items are acted upon		RUSO Board decides on tenure and/or promotion based on recommendation of the President.
Within seven days following the RUSO board meeting		Provost's office provides a written notification of the RUSO decision to the faculty.

## F1.4.16 Documentation Required for Tenure/Promotion, Promotion, and Post-Tenure Review

### F1.4.16.1 Promotion Requirements

Promotion decisions are based on an evaluation of a faculty member's prepared portfolio, which documents the faculty member's achievement in each of the criteria evaluated during the five-year-minimum period between academic ranks at ECU. See Section 1.4.6 Minimum Criteria for Promotion.

### F1.4.16.2 Tenure Requirements

Tenure decisions are based on an evaluation of a faculty member's prepared portfolio, which documents the faculty member's continuing excellence in each of the criteria evaluated. The time period evaluated will depend upon the type of tenure review. Third-year Pre-Tenure and Tenure reviews will include the faculty member's experiences at ECU. See Section 1.4.9 Definition of Tenure

### F1.4.16.3 Digital Portfolio

Faculty who qualify for Tenure/Promotion or Promotion are responsible for compiling a digital portfolio of artifacts (see **Required Digital Portfolio Artifacts** table) best suited to support the faculty member's application for review. All artifacts added to the portfolio shall be reflected upon in writing, and presented to peers and administrators for evaluation. All faculty eligible for tenure and promotion will be provided a digital portfolio platform. It is strongly recommended that as faculty create documents or receive documents which are required for their portfolios (e.g., Faculty Performance Evaluation, Letter of Reappointment, Annual Evaluation Letter), that they upload these documents to their portfolio for safekeeping.

NOTE: The office of academic affairs shall retain the entire tenure/promotion and/or promotion file, including but not limited to the application, portfolio, and letters of recommendation of every faculty member who applies for tenure (RUSO Policy Manual 3.4: e-3).

Required Digital Portfolio Artifacts (Criteria)	
Tenure/Promotion	Promotion
<b>Basic Materials</b> <ul style="list-style-type: none"> <li>● Letter of Application</li> <li>● Curriculum Vita</li> <li>● Third Year Pre-Tenure Review (from Dean)</li> <li>● Reappointment of non-tenured faculty letters (from Dean)</li> <li>● Annual Faculty Performance Evaluations</li> </ul>	<b>Basic Materials</b> <ul style="list-style-type: none"> <li>● Letter of Application</li> <li>● Curriculum Vita</li> <li>● Annual Faculty Performance Evaluations</li> <li>● Tenure and Rank Promotion Notification Letter (from Dean)</li> <li>● Post-Tenure Committee Review (if applicable)</li> </ul>
<b>Evaluation Letters</b> <ul style="list-style-type: none"> <li>● Recommendation Letter from Committee (part of portfolio review)</li> <li>● Recommendation Letter from Department Chair (part of portfolio review)</li> <li>● Recommendation Letter from Dean (part of portfolio review)</li> <li>● External Letters (solicited by faculty member, submitted directly to the Office of Academic Affairs)</li> <li>● Internal Letters (solicited by and added to portfolio by faculty member)</li> </ul>	
<b>Artifacts</b> <ul style="list-style-type: none"> <li>● Demonstrating evidence of continuing excellence in each of the criteria being evaluated (see Indicators of Effectiveness Lists for criteria and examples)</li> <li>● Reflections written upon each Artifact</li> </ul>	

Items Reviewed by Post-Tenure Review Committee
<ul style="list-style-type: none"> <li>● Results of Student End-of-Course Evaluations</li> <li>● Annual Faculty Performance Evaluations</li> <li>● Results of Department Post-Tenure Review Survey (Obtained by the Committee)</li> </ul>

#### F1.4.16.4 Additional Portfolio Evidence

The candidate will upload additional information to the portfolio, if needed, to document fulfillment of the criteria for tenure. A reflective statement of the purpose of the additional information will be included with each additional piece of information.

#### F1.4.16.5 Additional Materials added During the Portfolio Review Process

At each stage of the review process, described in Section 1.4.18 Review Process for Tenure/Promotion, Promotion, and Post-Tenure, the portfolio will be updated with the following material by those in charge of the review at that stage:

1. The addition of new information, if any, which was used in making a recommendation at that stage; and
2. Letters of recommendation from the reviews at each stage

### F1.4.17 Indicators of Effectiveness Lists

As established by academic departments and shared with the Office of Academic Affairs, faculty will be evaluated in relation to the indicators of effectiveness in teaching, scholarship/creative achievement guide the contributions to profession and community. When no department-specific indicators exist, the general lists found in this section will be used.

#### F1.4.17.1 Effective Classroom Teaching

A reflective statement which summarizes the artifacts chosen to demonstrate Effective Classroom Teaching shall be included. Effectiveness will be judged by use of a variety of instruments, such as self-evaluation, student evaluations, peer evaluation, and supervisory personnel evaluations, including:

1. Use of high impact practices in the classroom
2. Developed or taught a new course using best practices and innovative strategies
3. Made major changes to existing course content tied to student learning outcomes

4. Made curricular innovation through delivery methods or pedagogy (instructional strategies, new methods of teaching, facilitated student learning in a variety of formats, incorporated supportive technologies, developed new assignments or assessments)
5. Applied successful teaching strategies (instructional strategies, proven methods of teaching, facilitated student learning in a variety of formats, incorporated supportive technologies, developed effective assignments or assessments)
6. Mentored student research projects, such as honors projects, thesis, or the development of an OER
7. Mentored student's practicum, internship and/or capstone experiences
8. Supervises an individual study, group study, exhibition, or performance
9. Supervised an educational trip, such as a field trip or study abroad experience
10. Supervised a Service-Learning experience
11. Received awards or recognition for teaching excellence
12. Attended conferences or professional development events focused on teaching
13. Supervised student projects leading to presentation at an academic conference
14. Worked with program and college to ensure student learning objectives for courses are aligned with program and college objectives
15. Collaborated with colleagues to develop course curriculum and delivery
16. Adopted OER or other affordable learning materials in part or all of a course in lieu of utilizing a textbook
17. Adopted one or more Open Pedagogy teaching practices
18. Other

#### F1.4.17.2 Scholarship or Creative Achievement

A reflective statement which summarizes the artifacts chosen to demonstrate scholarship or Creative Achievement shall be included. See Appendix for additional criteria.

1. Books and monographs published (including complete bibliographic information— author(s) in published order, title, place of publication, publisher, date of publication, and number of pages—for each item)
2. Chapters published (including complete bibliographic information—author(s) in published order, title, book editor(s) or author(s), book title, place of publication, publisher, date of publication, and pages of chapter—for each item)
3. Articles published (including complete bibliographic information—author(s) in published order, title, journal, volume, issue number, month, year, and pages of article— for each item)
4. Electronic media materials published (including author(s) in published order, title, place of publication, publisher, and date of publication for each item)
5. Presentations made (including presenter(s) in published order, title of presentation, organization, location, and date for each item)
6. Creative works published (including title of work, place of publication, publisher, and date of publication for each item)
7. Creative works exhibited (including title of work, complete bibliographic information as indicated above or name and location and date of exhibition)
8. Creative works performed professionally (including title of work, complete bibliographic information as indicated above or name of performing group and location and date of performance)
9. Books and journals edited (including, for each item, editor(s) in published order and complete bibliographic information as indicated above)
10. Reviews published (including complete bibliographic information—author(s) in published order, title, journal, volume, issue number, date, and pages of review—for each item)
11. Other contributions to published works (including complete bibliographic information as indicated above and a brief description of the contribution for each item)
12. Scholarly or creative awards/recognition received (including title of award, sponsor, and date for each item)
13. Extramural grants and contracts awarded (including project director(s), project participants, project title, amount of award, sponsoring agency, and date of award for each item)
14. Extramural grant and contract proposals submitted but not funded (including project director(s), project title, receiving agency, and date of submission for each item)
15. Intramural grants awarded (including project director(s), project title, amount of award, and sponsor for each item)



16. Professional development activities completed to enhance research or scholarship. Could include for-credit courses (including course name, credit hours, institution, and date of completion for each item), seminars, workshops, webinars, panels, lectures, clinics, conferences attended (including title, sponsor, location, and dates for each item), and industry publications/journals read
17. Completion of degree or certification program (including certificate or degree name, credit hours, institution, and date of completion for each item)
18. Submission of book, chapter, article, or creative work for publication/exhibition.
19. Progress made on book, chapter, article or creative work not yet published, exhibited or performed.
20. Serving as an editor or on the editorial board of scholarly professionally-related journal
21. Serving as a reviewer for refereed journal or grant committee or conference
22. Collaboration with students on scholarly or creative projects
23. Collaboration with other faculty on scholarly or creative projects
24. Supervised student projects leading to presentation at an academic conference.
25. Formal consulting, technical assistance, or policy analysis related to faculty member's field of study producing a written report or other product
26. Program evaluation or grant writing for public entities external to the university (i.e. business, non-profit organizations, public schools, citizen organizations, etc.)
27. Accreditation report author/coauthor (including name of the accrediting body and dates of service for each item)
28. Curatorial activities such as functioning as a juror or curator for an exhibition
29. Holding a license or certification in a clinical or practicing area (to portfolio reflection, add a description of what that licensure or certification entails)
30. Other

#### F1.4.17.3 Contributions to the Institution and Profession

A reflective statement which summarizes the artifacts chosen to demonstrate contributions to the institution and profession shall be included.

1. Professional leadership in state and/or national professional associations directly related to areas of expertise and/or the good of the profession (including name of committee or office, professional organization, and dates of service for each item)
2. Professional memberships held.
3. Committees served on for other universities or other discipline-related agencies (including name of committee, name of university/agency, and dates of service for each item)
4. Accreditation team memberships and leadership roles (including name of the accrediting body; name of college/university, or university visited; leadership role; and dates of service for each item)
5. Special organizational responsibilities performed, such as contributing, managing, or section editorships, or juror duties in a competition (including nature of responsibility, professional organization, and dates of service for each item)
6. Special responsibilities performed for other universities and other discipline-related agencies (including nature of responsibility, name of university/agency, and date(s) of service for each item)
7. Conference responsibilities performed (including nature of responsibility, professional organization, location, and date(s) for each item)
8. Speeches and workshops given (including title of presentation, sponsor, location, and date for each item)
9. Professional service awards received (including title of award, sponsor, and date for each item).
10. University, college, and departmental standing committee, administrative committee, and ad hoc committee memberships and offices held (including name of committee, parent body, office, and dates of service for each item)
11. Special responsibilities performed, such as administrative assignments (including title or nature of responsibility and dates of service for each item)
12. Student organizations sponsored (including name of organization and dates of service for each item/activity)
13. Student recruitment activities
14. Organizing and facilitating on-campus events
15. Community service based on faculty member's discipline (e.g., offer/asked to serve on a community committee/council because of your research or organizational skills)

16. Community service outside a faculty member's discipline (e.g., offer/asked to serve food in a soup kitchen)
17. Other

#### F1.4.17.4 Performance of Non-Teaching Semi-Administrative or Administrative Duties

If applicable, a reflective statement which summarizes the artifacts chosen to demonstrate effectiveness of Non-teaching Semi-administrative or administrative duties shall be added to the portfolio.

1. Department Chair service;
2. Dean service;
3. Librarian service;
4. Preparation of reports and other official documents-publications; and
5. Other

#### F1.4.17.5 Field Specific Indicators

1. Licensed Professional Counselor (LPC) 20 (hours) credits of continuing education every year, including 3 credits of face-to-face and pre-approved continuing education in counseling ethics.
2. Clinical Rehabilitation Counselor (CRC) 100 hours of CEUs for 5- year period.
3. Licensed Mental Health Counselor (LMHC) at least twenty (20) hours of counseling related continuing education, including three (3) hours of face-to-face and pre-approved continuing education in counseling ethics.
4. National Counseling Certification (NCC) 100 hours of continuing education every five (5) years.
5. Licensed Alcohol and Drug Counselor (LADC) Addiction Counselors are required to complete 40 hours of continuing education (CEUs) directly related to your professional practice, of which at least 6 hours must be in the area of professional ethics and responsibilities and 2 hours in suicide prevention.
6. Oklahoma Certification and Resource Center (ICRC)/Quality Assurance Screening Test (QAST) Certification (Levels I, II, III, IV, and V) The Interpreter Certification and Resource Center (ICRC) certified interpreters are required to obtain 1(10 hours) CEUs with .1 (1 hr) in Ethics per year.
7. National Interpreter Certification (NIC) (8 levels)- 8.0 CEUs (80 hours) during a 4 -year cycle with at least 6.0 in Professional Studies CEUs (up to 2.0 General Studies CEUs may be applied toward the requirement)
8. Licensed Social Worker (LSW)
  - 16 hours of continuing education per year to maintain
9. Licensed Master Social Worker (LMSW)
  - 16 hours of continuing education per year to maintain
10. Licensed Clinical Social Worker (LCSW)
  - 16 hours of continuing education per year to maintain
11. CLEET certification requires every full-time certified peace officer complete a minimum of twenty-five (25) hours of CLEET cataloged continuing law enforcement training, which shall include a mandatory two (2) hours on mental health issues, each calendar year. Effective January 1, 2017, every reserve certified peace officer must complete a minimum of eight (8) hours of CLEET cataloged continuing law enforcement training, which shall include a mandatory one (1) hour on mental health issues, each calendar year. Effective November 1, 2019, all certified peace officers must complete appropriate continuing law enforcement training regarding the policies and protocols for responding to sexual assault calls, guidelines for the collection and maintenance of sexual assault kits, and trauma-informed sexual assault response and intervention on a regular basis.

## **F1.4.18 Review Process for Tenure/Promotion, Promotion, and Post-Tenure**

All steps described below shall be carried out in accordance with a timetable to be published at the beginning of each academic year by the office of the Provost/VPAA.

### **F1.4.18.1 Department Tenure/Promotion Review Committee Structure**

1. Department with at least five tenured members: When a faculty member is to be considered for tenure/promotion, the Chair of the department shall call a meeting of the tenured faculty members of the division or department for a discussion of the case. These faculty members, including the Chair, if tenured, shall constitute the department review committee. If the Department Chair is not tenured, they shall be an ex officio member of the committee, but shall not have a vote. The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of the department and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made (RUSO Handbook Policy Ch 3.4.e.1, June 2019).
2. Department with less than five tenured members:
  - In the event that the number of tenured faculty members in a department is fewer than five, the actual tenured members in that department and other faculty, selected as indicated below, shall act as an ad hoc review committee which shall be composed of five voting members.
  - The Chair of the affected faculty member's department shall act as Chair of the committee. If tenured, the Chair shall be a voting member. If not tenured, the Chair shall act as an ex officio member with no voting privileges.
  - If a department has less than five tenured faculty members, then the remaining members will be selected by the Office of Academic Affairs from the list of tenured faculty members in the school/college of the reviewed faculty member. The selection will be made on a rotation basis beginning with the person with the greatest number of years of tenure. Enough such faculty will be selected to bring the committee size up to six.
  - If there are not enough tenured members within the department and school to seat a committee, the Faculty Senate will recommend committee members from among the tenured faculty at large. These at large committee members will be recommended by the Faculty Senate and appointed by the Provost/VPAA.
  - After the appointment, and prior to the committee's notification of assignment, the candidate will have the option to delete one member from the committee.

### **F1.4.18.2 Department Tenure/Promotion Review Committee General Processes**

Once the committee convenes, the review may be conducted in a manner that allows for input from the candidate (only for clarification on information in the portfolio), non-tenured colleagues, students, alumni, and administrative information from Department Chairs. However, all discussions and voting procedures shall be conducted with only the committee members. The Committee Chair shall be responsible for soliciting information from these sources and any solicited information shall be added to the candidate's file. A secret ballot shall be taken on the committee's recommendation to approve or deny the candidate's application. A simple majority shall prevail.

The Committee Chair shall write a letter detailing the committee's evaluation and recommendation for administrative action. Specific voting results shall not be included in the letter. All members of the reviewing committee shall sign the letter. The letter shall be uploaded to the digital portfolio and notification sent to the Chair, regardless of the recommendation made.

NOTE: Letters of recommendation from the department review committee, Chair, and Dean are to be addressed to the Provost/VPAA.

### F1.4.18.3 Specific Information by Review Type

1. **Department Tenure/Promotion Review and Recommendation:** Each department or school shall complete the tenure/promotion portfolio evaluation for its eligible non-tenured faculty members holding rank of assistant professor or above by a date set by the Provost/VPAA in early February after the fifth year of probationary employment has been completed.
2. **Delay of Review for Tenure/Promotion:** During the evaluation process, the departmental review committee or the Dean may determine that it would be to the advantage of the candidate to delay the portfolio evaluation until the sixth year of probationary employment has been completed. If the rationale for the delay is discussed with the candidate, the candidate agrees to the delay, and the Provost/VPAA is notified, the review shall be delayed. In this event, the Dean will write a short letter notifying the Provost/VPAA of the delay to be signed by the faculty, Chair, and Dean. Notification of delay must be sent by the third Friday of November. If the faculty member does not agree to the delay, the review process will proceed. Under no circumstances may the tenure review be delayed beyond the end of the seventh year of probationary employment. (See Section 1.4.10 Tenure-Seeking Probationary Period)
3. **Department Promotion Review and Recommendation:** Each department or school shall complete the promotion portfolio evaluation for its eligible tenured faculty members by a date set by the Provost/VPAA in late February after the fifth year (minimum) of employment at their current rank has been completed.
4. **Department Post-Tenure Review:** In the event of a Post-Tenure Review Committee, each department or school shall complete the post-tenure review survey of the tenured faculty member by the last Friday in January. See Items Reviewed by Post Tenure Review Committee table for information reviewed. The Committee must complete the review no later than the second Friday in February.
5. **Chair Review:** The Department Chair shall review the faculty member's portfolio/information, produce a written letter of evaluation and recommendation for administrative action, upload the letter to the digital portfolio, and notify the Dean, regardless of the recommendation made, by a date set by the Provost/VPAA. If the school is the smallest academic unit, the portfolio shall be forwarded directly to the Provost/VPAA. The Department Chair shall inform the candidate, in writing, within ten calendar days of the committee's and Chair's recommendations.
6. **Dean Review:** The Dean shall review the faculty member's portfolio/information. The Dean shall write a letter of evaluation and recommendation for administrative action, upload the letter to the digital portfolio, and notify the Provost/VPAA, regardless of the recommendation made, by a date set by the Provost/VPAA. The candidate shall be informed, in writing, within ten calendar days of the time the portfolio is forwarded, whether the recommendation is for or against the granting of tenure.
7. **Provost/VPAA Review and Recommendation:** The Provost/VPAA shall review the faculty member's portfolio/information, including all materials added in the review process. A written letter of recommendation by the Provost/VPAA shall be added to the candidate's personnel file, and the recommendation letter shall then be forwarded to the President. Each applicant shall receive written notification of the actions and recommendations of the Provost/VPAA by a date established by the Provost/VPAA.
8. **President Review and Recommendation for Tenure/Promotion and Promotion:** Acting on the recommendations of the Provost/VPAA and on the basis of the information available, the President shall decide on a final recommendation and submit this to the RUSO Board. When the board has acted, the faculty member shall be notified in writing by the President of the board's decision.
9. **Provost/VPAA Review of Post-Tenure Review Committee:** The Provost/VPAA shall review the faculty member's portfolio, including all materials added in the review process. Once complete, the Provost/VPAA will see that the faculty member obtains a copy of the recommendation of the committee.
10. **Denial of Tenure/Promotion or Promotion:** In case of denial of Tenure/Promotion, the faculty member may file a written appeal to the Faculty Appeals Committee. The Faculty Appeals Committee, upon considering the appeal, then files its recommendation with the Provost/VPAA for consideration. The Provost/VPAA then notifies the faculty member of the final determination on the petition.
11. **Unsatisfactory Post-Tenure Review:** If the Post-Tenure Committee determines that the faculty member's performance is "unsatisfactory," then the faculty member will be given notice of deficiencies and will be reviewed again by the Post-Tenure Review Committee within one year. Two consecutive unsatisfactory post-tenure performance evaluations may be grounds for dismissal or suspension. (See F1.5.1) In the case of either an initial or secondary unsatisfactory post-tenure recommendation, the faculty member may provide a written response to be included along with the committee's review.

**F1.4.19 Summary Timeline Table (AY) for Tenure, Promotion, Reappointment, Non-Reappointment, and Faculty Performance Evaluation**

AUGUST					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>During Month</b>	<b>Tenure/Promotion AND Promotion:</b> Academic Affairs creates timeline for tenure/promotion; notifies faculty eligible to apply this academic year				

SEPTEMBER					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>During Month</b>	<b>Tenure/Promotion AND Promotion:</b> Workshop for those eligible for tenure and promotion this academic year.				
<b>First</b>					<b>Tenure/Promotion:</b> Academic Affairs works with Faculty Senate to appoint needed dept. review committee members  <b>FPE:</b> Faculty submit form to immediate supervisor
<b>Last</b>					<b>FPE:</b> Initial supervisor review completed, sent back to faculty

OCTOBER					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>During Month</b>	<b>Tenure/Promotion AND Promotion:</b> Workshop for all faculty who are in the tenure and promotion pipeline.				
<b>Last</b>					<b>FPE:</b> Faculty meetings with supervisor completed; signed documents submitted to Dean

NOVEMBER					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Third</b>					<b>FPE:</b> Dean review completed and submitted to VPAA  <b>Tenure/promotion:</b> Deadline to notify Provost/VPAA of delay of review

<b>Last Day of Month</b>	<b>Third-Year Pre-Tenure Review:</b> Dean (school director) meets with faculty member, faculty mentor (if assigned), and immediate supervisor (Chair or coordinator) to complete review. Dean files review form with Academic Affairs and provides a copy to the faculty member.
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JANUARY					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week of MLK Day</b>		<b>Tenure/Promotion:</b> Faculty finalize portfolio by 5pm	<b>Tenure/Promotion:</b> Faculty member removed from access to Portfolio; Portfolio made available to dept. committee for review		
<b>Last</b>					<b>Post-Tenure Review:</b> Survey due to Committee <b>Reappointment:</b> When FPE complete, Dept. Chair/supervisor sends written recommendation of renewal for non-tenured faculty to Dean <b>FPE:</b> VPAA reviews completed

FEBRUARY					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>First</b>			<b>Tenure/Promotion:</b> Dept. committee finishes review; Chair generates letter with committee's recommendation and final vote tally	<b>Tenure/Promotion:</b> Chair completes independent review, generates personal letter of recommendation, uploads committee letter and Chair's letter to portfolio; notifies Dean	<b>Tenure/Promotion:</b> By 5pm, Dean completes independent review, generates personal letters of recommendation letter, uploads letter to portfolio; notifies Academic Affairs Office <b>Promotion:</b> Faculty finalize portfolio by 5pm
<b>Second</b>	<b>Promotion:</b> <ul style="list-style-type: none"> <li>● Faculty removed from portfolio</li> <li>● Portfolio access given to Chair for review</li> </ul>				<b>Post-Tenure Review:</b> Deadline for completion of review <b>Reappointment:</b> Dean forwards recommendation to VPAA

<b>Third</b>	<b>Tenure/Promotion:</b> <ul style="list-style-type: none"> <li>● Chair sends written notice to faculty of recommendation</li> <li>● Dean sends written notice to faculty of recommendation and notifies Academic Affairs, completing the review process</li> </ul>				
MARCH					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>March 1</b>	<b>Reappointment:</b> March 1 final deadline for Renewal Notification of all regular non-tenured faculty (RUSO Manual 3.12)  <b>Non-Reappointment:</b> March 1 final deadline for Notification of Non-Renewal (RUSO Manual 3.12)				
<b>First</b>			<b>Promotion:</b> Chairs complete independent personal review of portfolios, generate personal letters of recommendation, upload letters to the portfolio, and notify Dean	<b>Promotion:</b> Deans complete independent personal review of portfolios, generate personal letters of recommendation, upload letters to the portfolio, and notify Provost	
<b>Last</b>	<b>Tenure/Promotion:</b> Provost submits written recommendation to President				

APRIL					
Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
<b>First</b>					<b>Tenure/Promotion AND Promotion:</b> President submits written recommendation to the RUSO governing board (on or about Friday)

<p><b>RUSO Board Meeting</b></p>	<p><b>Tenure/Promotion AND Promotion:</b> RUSO Board decides on tenure and/or promotion based on the recommendation of the President.</p> <p>Note: May occur at the April meeting or the subsequent RUSO Board Meeting at which tenure &amp; promotion agenda items are acted upon.</p>
<p><b>Within seven days following the RUSO Board Meeting</b></p>	<p><b>Tenure/Promotion AND Promotion:</b> Academic Affairs office provides written notification of RUSO decision to faculty member.</p>
<p><b>Last Week</b></p>	<p><b>Tenure/Promotion AND Promotion:</b> Portfolios made available to faculty</p> <p>Note: May occur within two weeks after Academic Affairs office provides written notification of RUSO Board Decision.</p>