Faculty Promotion and Tenure
Tenure

Granting tenure has consequences of great magnitude and long life and must be considered very carefully. Tenure should be awarded only when there is a clear case that the best interest of the University is served by doing so. In the review process, the candidate’s record should be examined not only for evidence that the candidate has made contributions of appropriate magnitude and distinction in teaching, research, and service, but also for evidence that the candidate can sustain appropriate contributions through an extended career with The University.
Reference material for faculty evaluation, promotion, and tenure

College of Fine Arts Faculty Promotion and Tenure website resources:
http://www.utexas.edu/finearts/faculty/faculty-review

President’s Letter & Guidelines on Faculty Promotion & Tenure:
http://www.utexas.edu/finearts/faculty/faculty-review

Faculty Leaves (HOP 3.10):
www.utexas.edu/policies/hopppm/h0310.html

Extension of Probationary period (HOP 3.11):
http://www.utexas.edu/finearts/faculty/faculty-review
Reference material for faculty evaluation, promotion, and tenure, cont.

Faculty Evaluation, Promotion, Tenure, etc. (HOP 3.17):
www.utexas.edu/policies/hoppm/h0317.html

Faculty Sick & Parental Leave Policies:
http://www.utexas.edu/finearts/faculty/faculty-policies

Family Friendly Policies and Resources:
http://www.utexas.edu/finearts/faculty/faculty-policies

Office of the Provost resources:
http://www.utexas.edu/provost/policies/evaluation/tenure/
Outline

1. Promotion & Tenure Criteria
2. The Tenure “Clock”
3. Tenure Case (“Dossier”) File Contents
4. Levels of Review & Case Timetable
5. Review Rights and Appeals
6. Tenure Strategies & Research Support
7. The Third-Year Review
8. Where to go with Questions
Promotion and tenure criteria

(HOP 3.17
https://www.policies.utexas.edu/policies/recommendations-regarding-faculty-compensation-faculty-promotion-tenure-renewal-appointment)

1. Teaching, both undergraduate and graduate

2. Research, creative activities, and other scholarly effort

3. Academic advising, counseling, and other student services

4. Administrative and committee service to the department, college, and university

5. Professional public service to national, state, and local communities

6. Other evidence of merit or recognition, such as fellowships, grants, and special honors
The tenure clock

- Maximum 6 years probationary period (Instructor and/or Assistant Professor)

- Annual and 3rd year reviews should capture key elements of case

- “Up-or-out” tenure review during sixth year

  Outcomes: promotion to associate professor with tenure, or seventh and terminal year as assistant professor
Atypical promotion and tenure schedules

1. Early promotion, in consultation with Chair and Budget Council

2. One-year postponements
   Leave without pay (at least 25% in fall or spring)
   Childbirth and adoption

3. Extension of probationary period (HOP 3.11 https://www.policies.utexas.edu/policies/extension-tenure-track-probationary-period)
   Written request to chair. Provost reviews based on recommendations of chair, budget council, and dean.

(cont. on next slide)
Atypical promotion and tenure schedules, cont.

Based on personal circumstances, that include but are not restricted to, disability or illness of the faculty member; status of the faculty member as the principal caregiver of a preschool child; or, status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member.

Must be made during or in advance of the academic year or semester in which the extension is justified, and not later than the end of the spring semester before the sixth year.
Components of a promotion/tenure file

For resources and general guidelines, see:
http://www.utexas.edu/finearts/faculty/faculty-review

For Joint Appointments – a separate dossier is assembled in each department
Components of a promotion/tenure file

I. Recommendations
   - Dean’s statement
   - Chair/Director’s statement
   - Joint department chair’s statement (if applicable)
   - Courtesy department chair’s statement or center director’s statement (if applicable)
   - Affiliated unit’s statement (optional)

II. CV and other information
   - CV
   - Statement of co-authored works including division of duties
   - Statement of works forthcoming with each item identified as accepted, under contract, or in press
   - Faculty activity reports for past three academic years
   - Statement of leaves of absence without pay
Components of a promotion/tenure file, cont.

III. Teaching

- Budget council statement, with typed names and signatures of preparers
- Candidate’s teaching statement
- Peer observation reports (include all conducted in rank — at least three are recommended)
  [http://ctl.utexas.edu/teaching/peer_review/peer_review_tools](http://ctl.utexas.edu/teaching/peer_review/peer_review_tools)
- CIS summaries for entire period in rank for tenure-track, previous 3 years for all other candidates
- Individual CIS reports in separate folder
- Report of committee affiliations for masters and doctoral theses
- List of postdoctoral fellows supervised
Components of a promotion/tenure file, cont.

IV. Research/Scholarship/Creativity
   - Budget Council Statement
   - List of five most significant works (while in rank)
   - Candidate’s research statement

V. Advising section
   - Budget council statement

VI. Service section
   - Budget council statement

VII. Honors section
   - Budget council statement
Components of a promotion/tenure file, cont.

VIII. Letters section
   - Chart of reviewers
   - Sample query letter
   - List of five most significant works and any other materials that were sent to referees for evaluation
   - Letters in alphabetical order by last name, one-page brief bio or CV behind each letter. The minimum is four.

There is no maximum, however, the provost considers that a greater number of letters can be helpful to the institutional committee, especially if the letters come from faculty in peer institutions and programs who understand the setting of a research university like UT.
Components of a promotion/tenure file, cont.

(Letters section, cont.)

The ideal referee would be an individual who holds a faculty appointment in a national top-20 program. At least three referees should be from AAU universities that have peer programs in the candidate's discipline, and referees who do not hold or have not held faculty appointments should have professional credits that clearly qualify them to make an expert recommendation on the promotion case. We also ask that your department send us a list of referees before actually making contact so that we can corroborate the choices.
Components of a promotion/tenure file, cont.

(Letters section, cont.)

The candidate and chair/budget council should separately develop lists of possible referees, avoiding conflicts of interest. Responsibility for finalizing the list of referees rests with the chair/budget council.

- Correspondence of referees who declined to contribute (no CV required)
Components of a promotion/tenure file, cont.

Separate folders

1. Additional statements – any non-required statements or information added to the file as a result of the candidate’s review before the budget council deliberations or received afterwards during the course of the review process.

2. Supplemental materials – one set of five most significant works, original CIS forms, discretionary material including table of contents.
Dossier cover letters

Dean’s letter includes summary of College Promotion and Tenure Advisory Committee deliberations, committee votes, and recommendation for or against promotion.

Chair/Director’s letter describes and comments on budget council deliberations, reports BC votes, and includes recommendation for or against promotion.

If candidate holds joint appointment, courtesy appointment, or is affiliated with a center, letters from chairs/directors of these respective units should be included.
Access to your materials

Faculty should be actively involved in the creation of their promotion file and assembly of supplemental materials.

The candidate should check materials in the promotion dossier before the budget council review.

At any point during the promotion process, the candidate may be granted informal access to his/her promotion materials. Requests for informal access are to be addressed to the chair/director, dean, or provost, as appropriate. Inspection must be supervised, and materials may not be copied or photographed.

If the candidate wishes to obtain copies of any materials in the file, or review it without a proctor, he/she must make a formal, open records request in writing to the Provost.
Levels of review

Budget council (or executive committee) sub-committee reports to Budget Council.

Budget council (or EC) deliberates, votes and makes recommendation to Chair/Director.

Chair/Director deliberates and makes recommendation to Dean.

College Promotion and Tenure Advisory Committee deliberates and makes recommendation to Dean.

Dean reports in cover letter and advocates to Institutional Promotion and Tenure Committee.
Institutional (President's) Committee

President

Dean of Graduate Studies

Dean of Undergraduate Studies

Vice President for Research
Timetable – Spring/Summer of 5th Year

Spring of 5th year
- Chair/Director meets with candidate to explain process.
- Chair and candidate develop lists of possible referees.
  (Responsibility for finalizing list of referees rests with chair/director and budget council.)
- Referees queried by chair/director.

Summer of 5th year
- Candidate provides materials.
- Staff assemble dossier and supporting documentation.
- Referee letters collected.
Timetable – 6th Year

By September 1 of 6th year
- Candidate updates materials in file, if necessary.
- Chair/Director invites candidate to review materials before they go before the budget council.
- Case goes to budget council (or subcommittee) for review.
- Budget council reviews case and makes recommendation to chair/director (chair/director is present during these proceedings).
- Chair submits entire case and makes recommendation to Dean by October 1.

October of 6th year
- College Promotion and Tenure Advisory Committee reviews case.
- College P&T Committee meets with Dean to discuss case and vote.
- Dean summarizes committee commentary/votes and makes recommendation in cover letter.
Timetable – 6th Year, cont.

December through February of 6th year
- Dean advocates before President’s Committee
- President announces decisions
- Entire case file accessible for review
- Final arguments for terminal appointment pending cases may be submitted by candidate not later than six weeks from the date of being notified, or January 31, whichever is later. The candidate must notify the office of the EVPP of the intent to submit such arguments, and copy the Dean, by January 15.

Final action from President by February 17th.
Developing a tenure strategy

Seek out sensible mentoring and advocacy.

Begin to build a promotion/tenure case as soon as possible – accumulate relevant information and documents as they become available.

Balance teaching with research/creative activity and service obligations.
Third-year review

http://www.utexas.edu/finearts/faculty/third-year-review-policy-college-fine-arts

Required of all assistant professors by the end of the sixth semester.

Intended to advise assistant professors of strengths & weaknesses in advance of promotion/tenure review.

Peer observation reports are important - a minimum of two are required for the third-year review.
Third-year review, cont.

Department budget council reviews teaching, research/creative activity and service.

College Promotion and Tenure Advisory Committee provides a secondary, “arms-length” review.

College P&T Committee gives feedback to Chair/Director and Dean.

Chair/Director summarizes process in letter to candidate, and also meets to discuss.
Research support

- Fine Arts Faculty Research Leave - guaranteed one semester research leave or equivalent in course load reductions – enquire to Chair/Director

- COFA Faculty Development & Travel Funds – enquire to Chair/Director

- Dean's Fellow/ Ducloux Fellowship – enquire to Chair/Director

- Fine Arts Faculty Creative Research Grants/ Stipends – cycle begins in early spring
  http://www.utexas.edu/finearts/faculty/fine-arts-faculty-creative-research-grants

- Summer Research Assignment (SRA) - Faculty Development Program
  http://www.utexas.edu/ogs/faculty/fdp/sras.html
Research support, cont.

- Subvention Grants - Office of the Vice President for Research
  http://www.utexas.edu/research/resources/

- Special research grants - Office of the Vice President for Research
  http://www.utexas.edu/research/resources/

- Big XII Faculty Fellowship Program – Office of Graduate Studies
  http://www.utexas.edu/ogs/faculty/ffp/
Where to go with questions/concerns

Your chair/director:

Jack Risley, Chair, Department of Art and Art History
Brant Pope, Chair, Department of Theatre and Dance
Glenn Richter, Interim Director, Butler School of Music
Mary Ellen Poole, Director, Butler School of Music effective July 1, 2014

Your faculty affairs coordinator:

Timothy Creswick, Department of Theatre and Dance
Kevin Crook, Butler School of Music
Irene Roderick, Department of Art and Art History

Douglas Dempster, Dean
Michael Montague, Assistant to the Dean