College of Fine Arts

Faculty Promotion and Tenure
Tenure

The granting of tenure has consequences of great magnitude and long life and must be considered especially 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 for:

- Evidence that contributions of appropriate magnitude and distinction in teaching, research, and service have been made, AND
- Evidence that such contributions can be sustained through an extended career with the university.
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
7. The Third-Year Review
8. Where to go with Questions
9. Links to Resources and Support
10. Extended Timetable
Promotion and Tenure Criteria

(HOP 2-2160: https://policies.utexas.edu/policies/recommendations-regarding-faculty-compensation-faculty-promotion-tenure-renewal-appointment)

Recommendations for promotion in rank of all faculty are to be based on excellence in performance pursuant to an evaluation of the faculty member’s contribution in the following areas:

- Teaching at both undergraduate and graduate levels.
- Research, creative activities, and other scholarly effort.
- Academic advising, counseling, and other student services.
- Administrative and committee service to the department, college, and university and professional public service to the nation, state, and society.
- Other evidence of merit or recognition, such as fellowships, grants and special honors.
The tenure clock

- Maximum 6 years probationary period (as an Instructor and/or assistant professor)

- Annual and third-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

- Early promotion, in consultation with Chair/Director and Budget Council/Executive Committee

- One-year postponements
  - Leave without pay (at least 25% fall or spring)
  - Childbirth, adoption or other approved extension of the probationary period.
Components of a promotion/tenure file

I. Recommendations
   • Dean’s statement
   • Chair/Director’s statement
   • Copy of mid-probationary review (tenure candidates only)
   • Joint or Courtesy department chair’s statement(s) or center director’s statement(s) (if applicable)

II. CV and Other Information
   • CV
   • List of publications and scholarly/creative works

III. Teaching
   • Budget council statement
   • Candidate’s teaching statement
   • Course rating averages chart
   • Candidates instructional activities (aka Course Instructor Survey results) – include all years in rank
   • Peer Classroom Observation Reports (include all conducted in rank – minimum of four total for tenure-track assistant professors)
   • Report of committee affiliations for masters and doctoral theses
   • List of postdoctoral fellows supervised
   • Original CIS forms and written comments for the last three years, with the CIS summary sheet as a coversheet for each class (in a separate folder)
   • [Link](https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX)
   • Teaching Portfolio (in a separate folder)
Components of a promotion/tenure file

IV. Research/Scholarship/Creativity
  • Budget council statement
  • Copies of all scholarly works, in a separate folder
  • List of five most significant works (while in rank)
    One set of the five most significant works, in a separate folder
  • Candidate’s research statement

V. Advising section
  • Budget Council Statement
  • Candidate’s advising statement (optional)

VI. Service section
  • Budget Council Statement
  • Candidate’s service statement (optional)

VII. Honors section
  • Budget council statement
  • Candidate’s statement on honors (optional)
Components of a promotion/tenure file

VIII. Letters section

• **The minimum for tenure candidates or promotion to professor is five external letters.** There is no maximum.

• 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 and a draft of the solicitation letter before actually making contact so that we can corroborate the choices.

• 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.
Components of a promotion/tenure file

Separate folders

- Additional Statements – any additional, non-required statements added to the file as a result of the candidate’s review before budget council deliberations or received after the candidate’s review shall be date stamped.

- Supplemental Materials –
  - previous three years of original CIS forms with summary pages as coversheets
  - any letters solicited from collaborators
  - discretionary material including table of contents
  - one set of five most significant works
  - copies of scholarly works
  - teaching portfolio
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 the materials in the promotion dossier before the budget council review.

Informal access – At any point in the process informal access to the promotion file is available to a candidate upon request as soon as feasible, but not later than three business days. 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.

Formal access – If the candidate wishes to obtain copies of any materials in the file, he/she must make a formal request in writing to the Provost via email to evpp.aps@utlists.utexas.edu.
Levels of review

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

Budget council (or executive committee) 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 President’s Institutional Promotion and Tenure Committee.
Institutional (President’s) Committee

President

Provost

Dean of Graduate Studies

Dean of Undergraduate Studies

Vice President for Research
Timetable of Tenure Case

Spring of 5th year
- Chair and candidate develop lists of possible referees.
- Referee list and solicitation letter reviewed by dean’s office.
- Referees queried by chair/director.

Summer of 5th year
- Candidate assembles dossier with department staff.
- Referee letters collected.

Fall of 6th year
- Department chair asks candidate to check the dossier for completion.
- Department Budget Council review.
- College Promotion and Tenure Advisory Committee review.

Winter of 6th year
- President’s Institutional Committee Review
- Decisions announced tentatively February 15.
- Final Arguments due by March 19.
- Request for review by CCAFR due by March 19.
- Final Action by the President by April 13.
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://sites.utexas.edu/cofafa/faculty-review/third-year-review-policy-in-the-college-of-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.
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 and feedback in letter to candidate, and also meets to discuss.

The Chair/Director’s mid-probationary review letter is included in the tenure/promotion file.
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
Mary Ellen Poole, Director, Butler School of Music
Bruce Pennycook, Chair, Department of Arts and Entertainment Technologies
Kate Canales, Chair, Department of Design

Your faculty affairs coordinator:
Michelle Harper, Department of Art and Art History
Tatiana Artis, Department of Theatre and Dance
Andrea Melendez, Butler School of Music
Cameron Weed, School of Design and Creative Technologies

Douglas Dempster, Dean
Tim Crewick, Executive Assistant
Questions?
Reference material for faculty evaluation, promotion and tenure

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

President’s Letter & Guidelines on Faculty Promotion & Tenure: https://provost.utexas.edu/faculty-affairs/evaluation

Faculty Leaves (HOP 2-2210): https://policies.utexas.edu/policies/faculty-leaves-and-special-academic-assignments

Extension of Probationary Period (HOP 2-2020): https://policies.utexas.edu/policies/extension-tenure-track-probationary-period
Reference material for faculty evaluation, promotion and tenure, continued

Academic Titles and Tenure (HOP 2-2010):
https://policies.utexas.edu/policies/academic-titles-and-tenure

Faculty Sick & Parental Leave Policies:
http://sites.utexas.edu/cofafaculty/faculty-policies/

Family Friendly Policies and Resources:
http://sites.utexas.edu/cofafaculty/faculty-policies/ and
https://provost.utexas.edu/faculty-affairs/life-and-work

Office of the Provost resources:
https://provost.utexas.edu/faculty-affairs
Research Support

- Fine Arts Faculty Research Leave for tenure-track Assistant Professors – guaranteed one semester research leave or equivalent in course load reductions – inquire with Chair/Director

- COFA Faculty Development & Travel Funds – inquire with Chair/Director

- Dean’s Fellow/Ducloux Fellowship – inquire with Chair/Director [http://sites.utexas.edu/cofafaculty/faculty-policies/faculty-research-leaves/](http://sites.utexas.edu/cofafaculty/faculty-policies/faculty-research-leaves/)

- Fine Arts Faculty Creative Research Grants/Summer Stipends – application cycle begins in early spring. [http://sites.utexas.edu/cofafaculty/research/fine-arts-faculty-creative-research-grants-summer-stipends/](http://sites.utexas.edu/cofafaculty/research/fine-arts-faculty-creative-research-grants-summer-stipends/)

- Summer Research Assignment (SRA) – Faculty Development Program [https://gradschool.utexas.edu/faculty/summer-research-assignments](https://gradschool.utexas.edu/faculty/summer-research-assignments)
Research Support, continued

- Subvention Grants – Office of the Vice President for Research [https://research.utexas.edu/find-funding/awards-fellowships-grants/subvention-grants-programs/](https://research.utexas.edu/find-funding/awards-fellowships-grants/subvention-grants-programs/)

- Special research grants – Office of the Vice President for Research [https://research.utexas.edu/](https://research.utexas.edu/)

- Big XII Faculty Fellowship Program – Office of Graduate Studies [https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships](https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships)
Teaching Support

- Faculty Innovation Center https://facultyinnovate.utexas.edu/

- Review your CIS results each semester https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX

- COFA Teaching Load and Course Enrollment policy http://sites.utexas.edu/cofafaculty/faculty-policies/teaching-load-and-course-enrollment/
Teaching Support, continued

Enhance your teaching profile

- Seek out new teaching responsibilities, diversify course offerings, pioneer innovations in teaching methods, revise curriculum and syllabi regularly, use new technology in your teaching field.

- Review CIS scores every semester. Regularly revise courses to improve CIS and student outcomes.

- Offer independent studies. Offer signature courses, where appropriate.

- Increase student demand/enrollment in your courses by developing popular courses and teaching them well.

- Maintain a Teaching Portfolio that documents your curricular innovations and teaching excellence.
Service and Advising Support

Enhance your service profile

- Seek out and accept appointment to department, college, and university committees, including serving as committee chair or in a leadership role (program head, etc.) Participate in national or regional scholarly or professional organizations and conferences in your field.

Enhance your advising profile

- Stay in touch with your students, past and present.

- Document any jobs you help them get after graduation. Develop a list of students you mentored directly and what jobs, internships, graduate programs they are now doing (or that you helped them get) after graduation.

- Mentor your students successfully to professional or academic outcomes and document it.
Extended 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.)
- List and solicitation letter reviewed by dean’s office.
- Referees queries by chair/director.

Summer of 5th year

- Candidate provides materials.
- Staff assemble dossier and supporting documentation.
- Referee letters collected.
Extended 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 are reviewed by the budget council.
- Case goes to budget council (or subcommittee) for review.
- Budget council reviews cases and makes recommendation to chair/director (chair/director is present during these proceedings, but does not vote).
- Chair submits entire case and makes recommendation to Dean tentatively by October 10

October and November 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.
Extended Timetable – 6th Year, continued

December through April of the 6th year

- Dean advocates before President’s Committee
- President announces decisions, tentatively by February 15th.
- Entire case file accessible for review
- Final arguments for terminal appointment pending cases may be submitted by candidate not later than March 19th. The candidate must notify the provost’s office of the intent to submit such arguments in advance, and copy the Dean. Final arguments should be sent to the Provost’s Office, Main Building 201, or electronic copy to evpp.aps@utlists.utexas.edu. Final arguments will be sent to the college and department for additional comment before reaching a final decision.
- Candidates have until March 19th to submit a request for review to the Committee of Counsel on Academic Freedom and Responsibility (CCAFR) and provide a copy to the provost.

Final action from the President by April 13th.