

FACULTY PROMOTION AND TENURE

The following information can be found on the SMU website at:

<https://www.smu.edu/Meadows/About/AcademicAffairs>

<https://www.smu.edu//media/Site/Meadows/About/AcademicAffairs/PromotionTenureReviewProcess.pdf>

Promotion and Tenure Review Process:
Procedures and Documentation
Meadows School of the Arts

Updated/Revised Fall 2022

Within the framework of the "GUIDELINES FOR THE AWARD OF RANK AND TENURE" (SMU POLICY NUMBER: 2.11), the following policies and procedures are followed in all academic units of the Meadows School of the Arts. This document summarizes only the procedural process for promotion and tenure within the

External Reviewers are predictably expected to hold tenured faculty positions, in the standard University-wide review process. However, in the Meadows School, it is also frequently both appropriate and desirable for in the candidate's field to be asked to serve as External Reviewers. Such Reviewers should have a level of awareness and understanding of the tenure and promotion process to enable them to provide significant and meaningful feedback on the candidate's record.

For candidates seeking promotion to Full Professor, External Reviewers in tenured faculty positions *must* hold the rank of Full Professor. For candidates under consideration for tenure and/or promotion to Associate Professor, External Reviewers in tenured faculty positions may hold the rank of either Associate Professor or Full Professor.

Reviewers are asked to disclose the nature of their relationship with the candidate. Reviews should not be solicited from those with close relationships to the candidate.

Candidates do not solicit External Reviewers directly nor engage with them about the review.

The candidate provides the Chair/Director with the names, addresses, and email addresses of six prospective External Reviewers, in ranked order, along with a brief statement of their professional qualifications.

The candidate must provide this information to the academic Chair/Director within a timeframe that allows the Chair/Director to confirm to the Senior Associate Dean—not later than May 1—the participation of the six External Reviewers who will provide review letters for the file. It is the Chair/Director's responsibility to identify the six External Reviewers who will review the scholarly, artistic and/or professional activities of the candidates. The Chair/Director solicits review letters from three persons on the list of six names and addresses submitted by the candidate (and will return to the candidate's list for more names, if necessary). Additionally, the Chair/Director chooses three additional External Reviewers.

The Chair/Director's final selection of External Reviewers is done in consulta086009100900088we6eW* n.7900r.790600t2()-463249.67 Tm()-61(pri4(r)4

2. A personal statement that includes discussion of teaching and research/artistic philosophy, relationship between scholarly or artistic work and effective teaching, research plans, and other activities within the University and the profession. The statement serves as a self-evaluation and philosophical statement of the candidate's professional activity as it relates to the academic unit, School, University, and the national and international academic community. Candidates are encouraged to work with their academic Chairs/Directors and mentors. Examples are on file in the Associate Dean's office.

3. Supporting documents. These materials, which will also be summarized in the tenure dossier, may include anything that the candidate deems relevant to his/her candidacy, such as copies of major publications (articles, tapes, videotapes, photographs, or recordings, as appropriate... excerpts are acceptable in some cases..) reviews, critiques, and programs.

4. A list of materials that will be sent to the External Reviewers.

These materials include:

1. Curriculum Vitae
- 2.

Chair/Director. The Chair/Director will add his or her own list and forward both lists to the Senior Associate Dean who will contact the students to request their feedback by email. This list is not included in the materials sent to the External Reviewers.

The CHAIR/DIRECTOR is responsible for preparing the following materials for the promotion/tenure file by May 15:

1. File letters: Copies of appointment and reappointment (Third-Year Contract Review) letters (with salary statements deleted). These documents are included in the materials forwarded to the External Reviewers.
2. List of candidate's courses taught, including course enrollments. This information is forwarded for review by the External Reviewers.
3. Names and email addresses of ten current and/or former students, in addition to those submitted by the candidate, who can evaluate the candidate's teaching. -The Senior Associate Dean will contact the students to request their feedback. This list is not included in the materials sent to the External Reviewers.

7. Other External/Internal Letters that the Chair may request or receive that are submitted to provide information about the candidate's professional record. These may include, but are not limited to, faculty peer assessments of the faculty member's teaching and research/professional activities.

The Chair/Director solicit letters of evaluation on teaching from the tenured faculty of the academic unit (if the unit's faculty review committee does not include all tenured members of the faculty) and from tenured faculty members in related disciplines, as appropriate. Letters should be prepared only by individuals who directly review the candidates teaching and/or teaching materials. Letters should be explicit about how the assessment was made.

The ASSOCIATE DEAN FOR ACADEMIC PLANNING and FINANCE is responsible for preparing the following materials for the promotion/tenure file by September 15,

Student Evaluation of Teaching, including:

1. Rating summary in comparison to departmental or school averages
2. A summary of the questionnaires sent to 100 st(r)4(om)0.263 g0.263 (F)-40 st(r)4(

December 10-January 10

The Meadows Promotion and Tenure Review Committee submits a confidential letter to the Dean for each candidate, summarizing the Committee's conclusions and recommendations. *The letter is written on behalf of the Committee by the Senior Associate Dean for Faculty and signed by each member of the committee.* A formal committee vote is recorded and reported, but the vote is advisory and non-binding.

Additionally, each member of the Meadows Promotion and Tenure Review Committee submits an individual letter to the Dean for each reviewed candidate to report the member's vote/recommendation and to share the member's rationale for his/her recommendation.

The Meadows School holds firmly to the belief that the Meadows Promotion and Tenure Review Committee's role and purpose are, first and foremost, to provide thoughtful, non-binding advice to the Dean. Additionally, it is understood that documentation of both the collective recommendation of the Committee as well as the individual recommendations of each of its members are included in each candidate's file as the file moves forward.

January 10-February 1

The Dean considers the recommendations of the academic units' Faculty Committees, the academic units' Chairs/Directors and the report of the Meadows Promotion and Tenure Review Committee.

The faculty candidate is notified by the Dean of his/her action when (by the time) the Dean's recommendations are forwarded to the Provost, on or about February 1.

If the recommendation of the Dean is negative, the candidate may meet with the Dean in person to discuss the reasons for the decision.

After February 1

Recommendations from the schools are considered by a faculty committee appointed by the Provost that evaluates each case and advises the Provost (See University Policy 2.11). The Provost makes recommendations to the President and ultimately to the Board of Trustees for action.

II. Standards of the Department or School

- A. An orientation to the nature of research and/or creative activity in the candidate's department or school, including the nature of outlets that are desirable (e.g., peer-reviewed or top tiered journals), and the standard practices for the dissemination of research in this field, e.g., books, journals, online publications, and/or the standard practices for creative activity in this field, e.g., venues, new media, etc.
- B. Where applicable: The list of appropriate journals and the relative weight of each
- C. Where applicable: In the case of multi-authored journal articles, an explanation of the significance of the publication
- D. Where applicable: The weight given to books, chapters in books, edited books, and journals

III. Expectations

- A. Letter of Appointment
- B. Three-Year Renewal Letter (in tenure cases)
- C. Faculty Annual Reviews

IV. Recommendation of Dean

V. Recommendation of Dean's Promotion and Tenure Committee Including Letter(s) of Recommendation

VI. Recommendation of Academic Unit Chair/Director

VII. Recommendation(s) of Academic Unit Promotion and Tenure Committee (including Committee letter, signed by all members, commenting on procedure followed, committee vote, and supporting reasons, and individual letters from committee members)

VIII. *Curriculum Vitae*

IX. Personal Statement of Research/Creative Activity and Teaching - each candidate must submit a written statement concerning his or her aims and accomplishments in teaching, scholarship and research/creative activity, and also discuss other activities within the University and the candidate's profession.

The following is a template to be used by each academic unit in the Meadows School to identify the standards required to fulfill University expectations regarding levels of achievement as outlined and described in SMU Policy Number 2.11.

University Policy Manual

Guidelines for the Award of Rank and Tenure

Policy number:

Policy section:

1. Policy Statement

2. Purpose

3. Rank and Tenure

4. Third-Year Review

5. Promotion and Tenure Process

FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

[name of Department/Division/Institute/Center]

Outstanding/Substantial Achievement Creative/Scholarly

In the **[name of Department/Division/Institute/Center]** of the **Meadows School of the Arts**, for **creative/scholarly achievements** to be considered **outstanding** (for Tenure) and representative of **substantial achievement** (for Promotion to Associate Professor), faculty are expected to _____

High Quality Creative/Scholarly

In the **[name of Department/Division/Institute/Center]** of the **Meadows School of the Arts**, for **creative/scholarly achievements** to be considered **outstanding** (for Tenure and Promotion to Associate Professor), faculty are expected to _____

From the Senior Associate Dean for Faculty

- Ø Consistent and meaningful communication between Meadows Academic Chairs/Directors and their respective faculties regarding promotion and tenure must be continual and persistent.
- Ø This section of the _____ provides accurate and comprehensive information about the promotion and tenure process and the role of the Chair/Director in the process. It should be studied carefully and followed closely. Chairs/Directors should not hesitate to consult with the Senior Associate Dean regarding questions that they might have and clarifications that they might need.
- Ø The recommendation letter that the Chair/Director provides for the promotion and tenure dossier must clearly and unequivocally support the Chair's/Director's recommendation as to whether promotion and/or tenure should or should not be granted.
- Ø The identification and confirmation of highly-qualified External Reviewers is one of the most important contributions that the Chair/Director makes in the promotion and tenure review process. It usually takes more time—and effort—to complete than expected. Chairs/Directors should approach the task early in the calendar and aggressively. Chairs/Directors should consult with the Senior Associate Dean, as needed, for strategies and advice in fulfilling this particular responsibility.