

**Special Call  
Faculty Senate Meeting**

May 12, 2009

Binnion 126

Members present: Wilson, Miskevich, Espinoza, Smith, Mahan, Odom, Dorsett, White (Druhan), Herndon, Sun, Singh (President), Hammack (Secretary).

Senate President RN Singh called the meeting to order at 2:00 p.m. The purpose of this call meeting of faculty senate is to continue to make recommendations about new proposed Tenure, Promotion & Post-tenure Review procedures at Texas A&M University-Commerce. The following suggested changes were made to the new proposed Texas A&M University-Commerce Promotion, Tenure, & Post Tenure Review Procedures as identified in the draft document.

Page 20 3.4.3.1

3.4.3.1 Assistant Professor: Faculty members holding a tenure-~~accruing~~track appointment with the rank of Instructor may be promoted to the rank of Assistant Professor upon the receipt of the terminal degree.

Change tenure-accruing to tenure-tracking.

Page 20 3.4.3.3

To achieve the rank of professor, the faculty member will demonstrate exemplary accomplishments in the following: (1) continuing accomplishment in teaching; (2) continuing accomplishment and some measure of ~~national~~ recognition in research or another form of creative activity; and (3) evidence of valuable professional service.

Delete the national.

Page 20 3.5.1

3.5.1 Categories of Performance (section 3.4.1.) Faculty should submit detailed information on teaching, RSCA, and service ~~based on guidelines stated in the~~  
~~Service~~  
~~Report given in (See Appendix I)~~

Delete wording after service and add (see Appendix I).

Page 21 3.6.1.1

3.6.1.1. The faculty member considered for tenure and/or promotion will work with the Department Head or designated committee to develop a complete Portfolio. ~~No additions, deletions or corrections may be made to a \_\_\_\_\_ faculty member's Promotion and Tenure Portfolio by the faculty member under review after the official copy of the \_\_\_\_\_ Portfolio has been submitted to the Department Head.~~

Delete second sentence.

Page 21 3.6.1.4

3.6.1.4. The Department Head shall convene the committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the Department Head shall leave the room and shall not participate in the deliberations of the committee unless asked by the committee to explain aspects of past annual performance reviews.

Add the word 'The'.

Page 22 3.6.1.6

3.6.1.6. If the department has less than three tenured faculty, the Department Head shall designate additional tenured faculty from other departments whose academic specialization closely resembles that of the candidate for tenure to attend the meeting to assure a minimum of three tenured faculty. If the department of the candidate for tenure contains no tenured faculty, non-tenured faculty members are ~~then~~also included in the process. However, non-tenured members will serve to provide expert information on disciplinary standards and departmental expectations, but they do not complete advisory opinion forms. Non-tenured faculty do not have to be present for the entire meeting, if the Department Head deems it advisable for them to be absent for some portion of the discussion.

Change 'then' to 'also'.

Page 23 3.6.3.2

3.6.3.2. The College Dean shall arrange the first meeting of the College Promotion and Tenure Committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the College Dean shall leave the room and shall not participate in the deliberations of the committee unless asked to provide specific information to the committee.

Change 'arrange' to 'convene'.

Page 23 3.6.3.3

3.6.3.3. The College Promotion and Tenure Committee shall review the Promotion and Tenure Portfolios of each candidate. After thorough discussion of the strengths and weaknesses of each candidate, each member of the College Tenure and Promotion Committee shall vote on the eligibility of each candidate and the ~~department head~~committee chair shall record the results of the vote.

Substitute 'committee chair' for 'department head'.

Page 23 3.6.3.4

3.6.3.4. The review of candidates shall be based on the approved departmental criteria in teaching, ~~scholarship~~RSCA, and service.

Substitute 'RSCA' for 'scholarship'.

Page 25 3.6.5.2

3.6.5.2. The Provost~~Vice President of Academic Affairs~~ shall call the first meeting of the University Promotion and Tenure Committee and shall carefully review the committee charges and procedures with its members.

Delete VPAA and add 'and'.

Page 26 3.6.5.6

3.6.5.6. The review of candidates shall be based on the approved departmental criteria in teaching, ~~scholarship~~RSCA, and service.

Renumber procedure to accommodate additional procedure. Insert sentence from 3.6.3.4 and substitute RSCA for scholarship.

Page 27 3.6.5.7

3.6.5.~~6~~7. The Chair of the University Promotion and Tenure Committee shall provide for each candidate a letter that includes the Committee's recommendation for or against promotion and/or tenure. This letter ~~should~~should record the Committee's vote and ~~should~~ summarize in general terms the Committee's rationale for the vote. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio.

Change procedure number. Substitute 'must' for 'should' and delete 'should' later in sentence.

Page 27 3.6.5.8

3.6.5.78. The Chair of the University Promotion and Tenure Committee shall notify the Provost when ~~their~~the committee has completed its actions.

Change procedure number. Change ‘their’ to ‘the’.

Page 27 3.6.6.3

3.6.6.3. The Provost/~~Vice President for Academic Affairs~~ shall provide for each candidate a letter that includes the Provost’s recommendation for or against promotion and/or tenure. This letter ~~should~~must record and summarize in ~~general~~ terms the Provost’s rationale for the recommendation. This letter shall be placed in Section I of a ~~candidate’s~~ Promotion and Tenure Portfolio.

Delete VPAA. Change ‘should’ to ‘must’.

Page 28 3.8.2

3.8.2. The appeal procedures to be followed are outlined in Section 1.5.5.3.~~9~~ Evaluation Timetables.

Remove .9 from Section 1.5.5.3.9

Page 28 3.9

**3.9. The Schedule for ~~the Third Year Mandatory Review for~~ Promotion and Tenure**

Delete phrase from title of procedure.

Dr. Singh will get clarification regarding 3.9 time line.

Page 29 3.9.11

~~3.9.11. Failure of any party to provide notice or take the actions indicated above within the prescribed time limits does not operate to grant tenure or promotion.~~

Delete procedure 3.9.11

Page 30 4.2.1 – 4.2.4

~~4.2.1. The letter of appeal, which may not exceed two pages in length, must describe the basis for the appeal and must be submitted within five (5) working days of the date on the notice of a negative decision.~~

4.2.2. As appropriate, based on the source of the negative decision, the letter of appeal must be addressed to the Department Head (for negative decisions at the departmental level) or the College Dean (for negative decisions at the college level) who shall review the applicant's Portfolio and meet with the candidate to discuss the appeal. A decision shall be rendered on the matter and the candidate shall be informed of the decision by letter within five (5) working days of the meeting with the candidate. A copy of the decision letter shall be placed in the applicant's Portfolio.

4.2.3. If a Department Head or a College Dean decides that the decision at his/her level of responsibility is incorrect, he/she must forward a written explanation for their decision to the next level of review. The letter must be incorporated into the candidate's Promotion and Tenure Portfolio (see Section 3.9 Evaluation Timelines).

4.2.4. If the candidate is not satisfied with the decision of the University Promotion and Tenure Committee, the candidate may appeal to the Provost. The Provost shall review the applicant's Portfolio and meet with the applicant to discuss the appeal. The Provost shall render a decision on the appeal and shall inform the applicant of his/her decision by letter.

Replace with old procedures.

Page 30 4.2.5

4.2.5. If the candidate is not satisfied with the recommendation of the Provost, the candidate may appeal to the ~~President~~Advisory Committee. If appealing the decision of the Provost, the candidate must ask the Provost to forward the original letter of appeal to the ~~President~~Advisory Committee. The ~~President~~Advisory Committee shall review the applicant's Portfolio and meet with the applicant to discuss the appeal. The ~~President~~Advisory Committee shall render a decision on the appeal and shall inform the applicant of his/her decision by letter.

Substitute 'Advisory Committee' for 'President'.

Page 30 4.2.6

4.2.6. There are no other avenues for appeal at the university.

Add 'at the university' to end of sentence.

Page 31 5.1

The faculty members of A&M –Commerce shall measure their performance against a high standard of excellence in teaching, research or other scholarly and creative activities (RSCA) and service. This standard is maintained by hiring highly qualified professionals

and by conducting annual reviews of performance. Departments hire professionals whose credentials and achievements clearly indicate their ability and potential to make professional contributions in a changing environment. Tenure is granted to each faculty member by carefully assessing, over a period of time, contributions to teaching, RSCA and service. Faculty members are reviewed on an annual basis to ensure their continued effectiveness and development.

Remove 's' from measures.

#### Page 31 5.2.1

If a faculty member receives ratings of minimal or unsatisfactory performance, the department head and the faculty member will develop ~~on an ongoing basis~~ formative recommendations in the following year's plan to help the faculty member overcome deficiencies or shortcomings in teaching, RSCA or service.

Delete phrase 'on an ongoing basis'.

#### Page 33 5.2.3

The professional review will occur within one month after the faculty member submits the initial portfolio. It will be based on the faculty member's specific role and responsibilities as outlined in the faculty member's annual plans for achievement (goals) during the immediate past five years. As a matter of due process, the faculty member shall have the right to meet with the review committee (AHRC) prior to its final recommendation. **The AHRC will specifically elaborate its findings in writing and will provide copies to the faculty member, department head and dean. The Committee's findings will be submitted to Department Head who will forward them to the College Dean along with his/her own recommendation. The Dean will add his/her recommendation to the Provost. If there is consensus among the AHRC, Department Head, and College Dean that the faculty member's performance is satisfactory, the Provost may rule that the post tenure review cease and so notify the faculty member and the President along with a summary of evaluation comments.**

Procedure in **blue** reworded by committee.

#### Page 31 6.3

~~6.3.—The President makes the decision by March 1 after the completion of the review whether~~

~~the performance of faculty member has become satisfactory. However, If, after two years of the PDP, the —faculty member has not shown improvement in the identified deficiency areas and has not achieved an —overall satisfactory rating(s) in area(s) under review, dismissal procedures may be initiated recommended by the department chair and the dean.:~~

Delete first sentence. Reword second sentence.

Page 31 6.3.1

6.3.1. The faculty member who believes that the provisions of this procedure are unfairly applied can file a grievance with the Hearing Committee.

Add the phrase 'with the Hearing Committee'.

Dr. Singh will add Hearing Committee procedures here.

Adjournment: 4:20 p.m.

Respectfully submitted,

Barbara G. Hammack, Secretary