

1. PURPOSE

The purpose of this policy is to clarify roles and explain procedures for the hiring, evaluation, promotion, and merit/promotion pay of all non-tenure track faculty at Sam Houston State University in accordance with APS 800114, *Academic Instructional and Research Personnel*, as well as Texas State University System (TSUS) *Rules and Regulations*.

2. GENERAL

- 2.01 All non-tenure track faculty shall be permitted to attend and contribute to regular faculty/staff meetings in their department unless prohibited by academic policy. All non-tenure track faculty are encouraged to collaborate with the department on such matters as curriculum development, textbook selection, and other appropriate organizational interests.
- 2.02 All non-tenure track faculty shall be provided with an opportunity to express their interest in serving on department, college, and University committees, including via the Faculty Senate Committee Preference Survey. Should service not be a component of the faculty member's annual/semester departmental offer letter, committee service shall be voluntary and *ex officio*.

3. HIRING

- 3.01 Hiring of all non-tenure track faculty follows the procedures outlined in APS 800114, *Academic Instructional and Research Personnel*. Non-tenure track faculty who are hired on an annual basis and have prior relevant experience may negotiate up to three (3) years of service toward promotion at the time of hire. Generally, the initial offer letter shall document any years of service toward promotion.
- 3.02 All non-tenure track faculty shall be provided initial orientation/training, as well as ongoing supervision and evaluation.
- 3.03 Workload assignments for all non-tenure track faculty with respect to teaching or librarianship, as well as scholarly/creative activities and service, where applicable, shall be documented in their annual or semester departmental offer

letter, expressed as the number of workload credits assigned for each in accordance with APS 790601, *Faculty Workload*.

- 3.04 Lecturer-pool faculty are hired on a semester basis. In general, other non-tenure track faculty are hired on an annual basis, although non-tenure track faculty who have been promoted to the ranks of Senior Lecturer, Senior Clinical Lecturer, Associate Clinical Professor, Clinical Professor, Senior Lecturer of Practice, Associate Professor of Practice, Professor of Practice, Associate Research Professor, and Research Professor shall receive appointments that are renewable annually for up to five years, subject to satisfactory annual performance reviews, departmental need, and continuity of funding.
- 3.05 Written notice of non-reappointment of a non-tenure track faculty member shall be provided no later than March 1 unless termination of employment is for good cause. Faculty hired on a semester basis, including Lecturer-pool faculty, are excluded from this requirement.

4. ANNUAL EVALUATION

- 4.01 Each department shall develop an instrument to be used in the evaluation of all non-tenure track faculty. The FES instrument may be used for this purpose at the department's discretion. No more than 50% of the teaching evaluation may be based on surveys of student perceptions of teaching. For examples of additional criteria for the evaluation of teaching, see section 2.02 of *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* (APS 820317).
- 4.02 Evidence of continued professional development and professional activities such as presentations at professional conferences and committee involvement in the university or in professional organizations is encouraged and may contribute positively toward the faculty member's annual evaluation.
- 4.03 All non-tenure track faculty shall undergo a performance review annually and the review period shall be the calendar year. The basis of the annual review shall correspond to the workload credits of teaching or librarianship, scholarly/creative activity, and service documented in the faculty member's semester or annual departmental offer letter. A faculty member may not be considered below expectations for an area not explicitly identified as an expectation in the faculty member's semester/annual departmental offer letter.

Accomplishments outside of expectations may contribute positively to the faculty member's evaluation at the chair's discretion; however, such positive contributions may not compensate for being below expectations in any area. The chair may elect to use a faculty committee consisting of at least 50% non-tenure-track faculty to assist the chair in evaluating the non-tenure track faculty member in an advisory capacity. Should the department not have a sufficient number of non-tenure track faculty, non-tenure track faculty may be obtained from outside the department. The chair shall meet with the faculty member to discuss the evaluation no later than May 15 of each year.

- 4.04 In the case of a negative performance evaluation in any one area (teaching or librarianship, scholarly/creative activity, and/or service), the chair shall address any deficiencies and develop a plan for improvement.
- 4.05 A faculty member may appeal their chair's rating to the academic dean. The appeal must be submitted within ten (10) working days of receiving the evaluation and must be accompanied by supporting documentation. The academic dean shall respond to the appeal within ten (10) working days. If not satisfied with the dean's decision, the faculty member may appeal to the Provost and Sr. Vice President for Academic Affairs within ten (10) working days of receiving the dean's decision. The decision of the Provost is final.

5. PROMOTION

- 5.01 The following promotion pathways shall apply (where applicable):
 - a. Lecturer to Senior Lecturer
 - b. Lecturer of Practice to Senior Lecturer of Practice
 - c. Clinical Lecturer to Senior Clinical Lecturer
 - d. Clinical Assistant Professor to Clinical Associate Professor to Clinical Professor
 - e. Assistant Professor of Practice to Associate Professor of Practice to Professor of Practice
 - f. Assistant Research Professor to Associate Research Professor to Research Professor
 - g. Assistant Professor to Associate Professor to Professor (College of Osteopathic Medicine only)

5.02 Non-Tenure Track Faculty members are eligible to apply for promotion to a higher rank upon fulfillment of the requirements below. Candidates for promotion must demonstrate a professional commitment to sustained productivity as appropriate to the particular appointment, as well as a commitment to the mission of SHSU. On rare occasions, truly outstanding faculty may be considered for promotion prior to the number of years of required service.

- a. Promotion from Lecturer to Senior Lecturer and Lecturer of Practice to Senior Lecturer of Practice:

The candidate must have served at least five (5) years in the rank of Lecturer or Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- b. Promotion from Clinical Lecturer to Senior Clinical Lecturer:

The candidate must have served at least five (5) years in the rank of Clinical Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- c. Promotion from Clinical Assistant Professor to Clinical Associate Professor:

The candidate must have served at least six (6) consecutive years in the rank of Clinical Assistant Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

d. Promotion from Clinical Associate Professor to Clinical Professor:

The candidate must have served at least five (5) years in the rank of Clinical Associate Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained excellence in other assigned areas.

e. Promotion from Assistant Professor of Practice to Associate Professor of Practice:

The candidate must have served at least six (6) years in the rank of Assistant Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

f. Promotion from Associate Professor of Practice to Professor of Practice:

The candidate must have served at least five (5) years in the rank of Associate Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

g. Promotion from Assistant Research Professor to Associate Research Professor:

The candidate must have served at least six (6) years in the rank of assistant research professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for scholarly/creative activities, and where applicable, research student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or

service, where applicable, will not compensate for lack of excellence in scholarly/creative activities.

h. Promotion from Associate Research Professor to Research Professor:

The candidate must have served at least five (5) years at the associate research professor rank. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for scholarly/creative activities, and where applicable, student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or service, where applicable, will not compensate for lack of sustained excellence in scholarly/creative activities.

i. Promotion from Assistant Professor to Associate Professor (College of Osteopathic Medicine only):

The candidate must have served at least five (5) consecutive years in the rank of Assistant Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching, scholarly activities, clinical practice (if applicable) and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

j. Promotion from Associate Professor to Professor (College of Osteopathic Medicine only):

The candidate must have served at least five (5) years in the rank of Associate Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching, scholarly activities, clinical practice (if applicable) and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained excellence in other assigned areas.

5.03 Eligible faculty members who wish to apply for promotion must submit a portfolio via the Faculty Information System. Departments or colleges may require specific materials to be included in the portfolio in consonance with the

initial appointment and the faculty member's annual offer letters. The chair and dean must identify these materials in writing to the faculty member.

At a minimum, the portfolio for promotion must contain:

- a. complete, current curriculum vitae;
- b. self-evaluation and personal narrative;
- c. evidence of accomplishments for each area of evaluation required for promotion;
- d. surveys of student perceptions of teaching including quantitative data and qualitative feedback (where applicable); and
- e. cumulative results of annual evaluations (provided by the chair).

5.04 The chair shall review the portfolio and use a departmental promotion advisory committee (DPAC) consisting of a minimum of four faculty members with at least 50% non-tenure track faculty members. Should the department not have a sufficient number of non-tenure track faculty members, additional non-tenure track faculty members shall be obtained from outside the department. The review committee shall elect a committee chair to convene the review and write a summary of the committee's recommendation on promotion to the chair. The faculty member shall be copied on the committee's recommendation.

5.05 Faculty may appeal a negative decision on promotion to the Provost and Sr. Vice President for Academic Affairs within ten (10) working days of receiving the dean's decision. The decision of the Provost is final.

5.06 Authority to approve reappointment or promotion rests with the President, subject to the approval of the TSUS Board of Regents.

6. MERIT AND PROMOTION SALARY INCREASES

6.01 Merit salary increases shall be awarded annually to non-tenure track faculty hired on an annual basis for meritorious performance when sufficient funds are available, consistent with the awarding of merit to tenured and tenure-track faculty.

6.02 Merit salary increases shall be based upon specific performance criteria established by faculty at the department level, approved by the respective chair (or administrative equivalent), academic dean (or administrative equivalent),

and Provost and Sr. Vice President for Academic Affairs, and shall align with expectations established in the faculty member's annual offer letter. Performance criteria shall be made available to all faculty by being posted on the Academic Affairs website. Any updates to performance criteria shall be submitted to the Office of the Provost by October 1 each year.

- 6.03 Non-tenure track faculty who are promoted shall receive a salary increase in the year following promotion.

7. HIRING TIMELINE

By March 1

Written notice of any decision not to reappoint shall be provided to a non-tenure track faculty member with an annual contract.

8. ANNUAL EVALUATION TIMELINE

By October 1

Any updates to annual evaluation performance criteria shall be submitted to the Office of the Provost.

By February 1

Faculty shall submit to the Faculty Information System all appropriate documents necessary to conduct an annual performance review aligned with the performance standards set by the respective department.

By May 1

The chair shall meet with the faculty member to discuss their annual evaluation.

9. PROMOTION REVIEW TIMELINE AND PROCEDURES

The individual faculty member is responsible for preparing and submitting all materials to be considered for promotion. The Office of the Provost shall post a specific calendar at the start of each academic year. However, the review process and the approximate annual timetable for the review procedure are as follows:

By October 1

Any updates to promotion performance criteria shall be submitted to the Office of the Provost.

By First Monday in October

Deans shall receive a list from the Office of the Provost of all faculty members who are eligible for either promotion.

By Second Monday in October

The respective chairs shall notify each faculty member who is eligible for consideration for promotion. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by their chairs and must notify their chairs and deans in writing of their intention to apply by the second Monday in October.

By First Monday in November

The DPAC shall submit the name of the elected DPAC chair to the department chair.

By Second Monday in January

Each individual faculty member who intends to be considered for promotion must submit a complete Faculty Review Portfolio to the Faculty Information System.

By March 15

The DPAC shall provide a recommendation regarding promotion to the faculty member and chair via the Faculty Information System.

By April 1

The department chair shall communicate in writing to the dean a recommendation regarding promotion and submit it to the faculty member and dean via the Faculty Information System.

By April 15

The dean shall communicate a decision regarding promotion in writing and submit it to the faculty member via the Faculty Information System.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 03/06/2025

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: March 1, 1989
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2028

Approved: <signed>
Michael T. Stephenson Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 12/16/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.