

Promotion and Tenure Guidelines

Department of Curriculum and Instruction

Introduction

Promotion is based on the recommendation of the Provost under the authority delegated by the Board of Regents of the University of Houston and on the basis of recommendations initiated by departments and reviewed by the colleges, the University Promotion and Tenure Committee, and the Provost. The university's general policies for promotion makes it essential "that departments and colleges set their own criteria and quality standards" while maintaining due process criteria. The department and college are responsible for the application of the criteria and standards for promotion and tenure, consistent with prevailing standards of excellence in their own disciplines.

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure, guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. While a college or department may choose to implement more rigorous standards than those detailed in the university-level promotion and tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the university-level promotion and tenure guidelines. It is the obligation of the chair of the department to make all new tenured or tenure-track faculty members aware of writing of not only the university university-level promotion and tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion. (added 11/2018)

The Curriculum and Instruction department criteria for promotion and tenure will meet the published University of Houston guidelines for promotion and tenure as stated in the current Promotion and Tenure Guidelines. Following a careful review of the University of Houston's policy and procedures on promotion with tenure and promotion, this document provides background and guidelines for use by the Promotion and Tenure Committee in the Department of Curriculum and Instruction when considering faculty candidates who submit an application for Associate Professor with Tenure, Tenure (only following an identified probationary period) or Full Professor. It is the obligation of the chair of the department (and by extension the Dean or the College) to make all new tenured or tenure-track faculty members aware in writing of not only the university-level promotion and tenure guidelines, but also any college or departmental-level policies or procedures that may impact their tenure and/or promotion.

General Policies

The promotion and tenure guidelines outlined in this document are designed to be consistent with the Carnegie Foundation's classification of the University of Houston as a research university that promotes high standards of excellence in scholarship, teaching and service and to insure that the elements of due process are followed. First, faculty members applying for promotion have the right to know what is expected of them to be promoted and/or tenured. Second, candidates for promotion have the right to be heard, to clarify vagueness, and/or correct factual errors before any recommendation is forwarded to the next level of review. It should be noted that a faculty request for an extension of the probationary period should not reflect negatively on that individual's review for tenure.

Promotion Standards by Rank (Taken from the current University of Houston's Promotion and Tenure Guidelines) revised 11/2018

Promotion to associate professor with tenure requires that faculty members have made high quality contributions to knowledge as a result of their scholarly and/or creative achievements, that they are effective teachers, and they have demonstrated an appropriate level of service. There should be evidence of regional, national or international recognition of the candidate's achievements and ability. The evaluations of the candidates' portfolios are conducted by tenured peers in the department and/or college with input from external reviewers. (See *External Reviews* section) The evaluation must find that the candidate has demonstrated a commitment to academic excellence and that there is reasonable expectation that the candidate will meet the standard for promotion to professor in due course.

Promotion to the rank of professor requires significant contributions to the candidate's field that have had a scholarly or creative impact beyond the university. There should be evidence of national or international recognition of the candidate's achievements and ability. The application portfolio will document a record of accomplishments in scholarship/creativity, teaching, and service responsibilities that are distinguished by quality and significance over time.

Timeline

Each year the Provost's office will publish a timeline for the Promotion and Tenure process (<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>) (revised 11/2018). It is imperative that each candidate be acquainted with such timeline as it specifically outlines and describes required document submissions and deadlines. The Promotion and Tenure Committee for the Department of Curriculum and Instruction will be elected by department faculty, the committee will be convened by the chair of the department and the committee will select its chair. The Chair of the CUIN Promotion and Tenure Committee will be responsible for leading

the process and for writing, in collaboration with committee members, a formal letter of the committee's findings.

Faculty who are involved in the review process for promotion and tenure at higher levels (for example, the Chair of the Department, members of the College of Education Promotion and Tenure Committee, the Dean of the College of Education, members of the University of Houston Promotion and Tenure Committee and faculty serving in positions in the Office of the Provost) will not be eligible to serve on the Promotion and Tenure Committee at the department level. The assembled materials will be made available through the university's electronic platform for examination by the CUIN Promotion and Tenure Committee.

Promotion and Tenure Committee Responsibilities

The Curriculum and Instruction Department Promotion and Tenure Committee should be composed of five elected tenured faculty members. If the total of five cannot be reached, the committee can function with four members.

Following the convening of the Promotion and Tenure Committee by the Chair of the Department of Curriculum and Instruction, each committee member will independently review all relevant documents and credentials of the candidate. At a meeting set by the Chair of the CUIN Promotion and Tenure Committee, members will discuss the candidate's dossier. At the end of the discussion and deliberation period, each member of the committee will submit a confidential ballot to the chair of the committee with a vote of yes, no or abstain. A majority vote of the committee in favor of promotion is necessary for a recommendation for promotion to the Chair of the Department of Curriculum and Instruction. If the situation of a tie vote arises, the committee will simply report the tie at the end of its letter to the chair.

The Chair of the committee will draft a formal letter that includes the vote of the committee and a brief summary of the candidate's strengths and weakness as it relates to their contributions to research, teaching and service. Justification for the recommendation should be clearly and fully stated. This letter will include the name, rank and title of all committee members, but will not identify votes by specific members' names. Committee members are given the opportunity to sign the letter after a discussion of the contents of the letter and following an opportunity to recommend revisions and edits. The Chair of the CUIN Promotion and Tenure Committee is responsible for providing the candidate with the letter within two business days after acquiring the required signatures. The candidate will have three business days to work with the CUIN Promotion and Tenure Committee to address errors and omissions contained in the letter prior to it being delivered to the Department Chair. Prior to the letter being submitted to the Chair of the Department, a candidate also has the option to meet with the committee regarding the content of the letter submitted to the candidate.

Confidentiality

All discussions, materials, ballots and other conversations or documents generated as part of the promotion and tenure review process are confidential and should not be discussed with the candidate or anyone who is not a member of the CUIN Promotion and Tenure Committee. Following the letter submitted to the Chair of the Department of Curriculum and Instruction, there should be no other external communication from the committee unless directed by an official of the University of Houston.

External Reviews

A College of Education representative designated by the Dean of The College of Education will oversee the process of uploading required documentation specified by the Office of the Provost of the candidate's record into University of Houston's electronic system. Furthermore, the Department Chair will solicit at least three letters from external professional colleagues that will evaluate the quality and impact of the candidate's scholarly and professional work that will be made available to the respective Promotion and Tenure committee members. To facilitate the selection of the external reviewers, the candidate and Department Chair in consultation with the Dean of the College of Education, will each recommend up to five external reviewers (see current University of Houston P&T Guidelines published annually by the Office of the Provost) (revised 11/2018). While the chair may seek external reviews not included in these lists, at least two of the solicited reviewers will come from the candidate's list.

Applicants Portfolio/Electronic Folder

Thorough documentation should be submitted by the candidate as evidence for all items claimed in the candidate's vita. The portfolio will include of these appropriate categories as many as applicable. The candidate will have the option of submitting the Review Letters (C) or Observations (D). The following list is taken from the University of Houston's Promotion and Tenure current University of Houston P&T Guidelines with the addition of Section D, published annually by the Office of the Provost and posted on the Office of the Provost's website: <http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>.

A. Face Sheet This electronic form must be prepared by the candidate's dean's office.

B. Internal Letters The candidate's electronic folder must include any department or college committee evaluation reports generated during any non-mandatory pre-tenure review, letters from chair to dean and dean to Provost, and any appeals

letters. University policy mandates that no extraneous letters or materials be included. (See *During the Review* section)

For those coming up for tenure, copies of the initial letter of appointment to the university and the results of any mandatory probationary reviews (e.g. third year review) must be included in the candidate's electronic folder. For promotion to professor, documentation of previous promotion or appointment letter must be included.

C. External Review Letters

See *External Reviews* section.

D. Candidate's Statement The candidate must include a brief (no more than three pages) statement. The statement may include academic career goals, accomplishments, and directions for future work. The candidate may describe how all facets of his/her career form an integrated, successful profile or the candidate may identify achievements in the areas of teaching, scholarship, and service separately.

E. Vita The candidate must include a vita that is appropriate for the discipline.

F. Portfolio The purpose of the portfolio is to provide detailed supporting documentation demonstrating the current and likely future impact of the applicant's activities in research, teaching, and service. The documentation should support the Vita and Candidate's Statement. The following categories are suggested for candidates to document how they have carried out the university's research/scholarship/creative work mission.

1. RESEARCH, SCHOLARSHIP, CREATIVE WORK

a. Scholarly/Creative Work - Representative Works: Include samples of scholarly/creative products sufficient to demonstrate the scope, quality, and impact of the candidate's activities. For each sample state candidate's role and contribution.

b. Funded Research/Scholarly/Creative Work Grants: CUIN accepts all types of grants and encourages the following information be included for each grant:

- (1) Name of the principal investigator and all co-investigators;
- (2) Title of the grant proposal;

- (3) Funding agency;
- (4) Amount of the grant;
- (5) Time period of the grant; and
- (6) Candidate's role and contribution.

c. Research Proposals: The following information should be included for each proposal:

- (1) Name of the principal investigator and all co-investigators;
- (2) Title of the grant proposal;
- (3) Funding agency;
- (4) Amount requested; and
- (5) Candidate's proposed role and contribution.

d. Generation of intellectual property: List any patents issued or pending including patent number, date of filing, and status (provisional, non-provisional, issued).

e. Major Work(s) in Progress: The information provided here should comment on the nature of the work(s) and identify anticipated date of completion.

f. Other Indicators of Scholarly Creative Work: List book reviews, editorial contributions, citations, research awards, and other indicators of contributions to the discipline/profession, cited in the format of the discipline's style.

2. TEACHING AND STUDENT LEARNING

Documentation in this section includes evidence of a commitment to teaching and learning, including:

a. Student Evaluations of Teaching. Student evaluation data should include summaries of teaching evaluations with comparative departmental/college data. Teaching effectiveness ratings should include all classes taught by untenured candidates. Candidates for professor must include those classes taught in the last 5 years. Results should be summarized in a single table that includes evaluations for all courses taught and information about the instrument's items and response scale. In programs where individual classes, small studios, or performances are the

norm, special care should be taken to assure full and comprehensive teaching evaluations.

b. Undergraduate and Graduate Student Mentoring. The candidate should describe role and duration of mentoring.

c. Course and Program Development and/or Revision. Information about course, curriculum, and program development can provide evidence of a commitment to student learning. The candidate's contribution to course development may be documented with sample course syllabi, teaching-grant proposal abstracts, courseware, cases and simulations, brief descriptions of student projects, examples of modifications for Instructional Television or Internet teaching, etc. Evidence of program development may include student recruitment, advising, and retention; directing graduate research; membership on or chairperson of dissertation or thesis committees; interdisciplinary program development, etc.

d. Other Evidence of Teaching, Student Learning, and the Scholarship of Teaching. Candidates may submit evidence that they have facilitated students' success. Examples may include contributions to students who have won awards, unsolicited letters from community members who have benefited from student projects or internships, and other evidence that the candidate contributed to student learning. This section may also contain evidence of the candidate's commitment to enhancing his/her teaching ability including peer evaluation of teaching. Professional development activities, scholarly approaches to evaluating teaching effectiveness, teaching excellence awards, and guest lecturing or team teaching should also be documented here.

3. SERVICE

The candidate should provide a complete listing of the categories below with dates of service and documentation as appropriate.

a. Service to the Department, College, and University: List committee membership, administrative roles, and other contributions to the university.

b. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations.

c. Service to the Community or Public: Document public involvement that is related to the candidate's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.

d. Service to State or National Organizations: Document service on expert panels, advisory boards or state or federal granting, licensing, or oversight councils, boards or committees.

e. Other Contributions: The candidate may provide evidence of other significant contributions that advance the profession/discipline.

Department Criteria

Based on the classification of the University of Houston as a research university, faculty who are promoted to the rank of Associate Professor with tenure are expected to have evidence of an established independent research program with reasonable expectation that the candidate will meet the standard for promotion to professor in due course. In addition, faculty who achieve the rank of Professor are expected to demonstrate the highest level of research productivity in their profession and must demonstrate sustained, impactful service that is distinguished over time.

Department Standards for Promotion to Associate Professor

1. While in a tenure-track position, a demonstrated record of independent and or collaborative scholarship in peer-reviewed publications
2. Presentations – local, state, national, international
3. While in a tenure-track position, a record of receiving internal funding [e.g., COE: FRGA; DOR: New Faculty Research Program Grants, Small Grants Program, GEAR, etc.] and evidence of pursuing/submitting and/or securing external funding
4. A demonstrated record of effective teaching as documented by course evaluations and student comments [other – advising students, serving on dissertation committees, developing new courses or programs that that advance the Department's instructional mission, earning teaching awards or other recognition for teaching excellence, etc.]
5. A developing record of service to the candidate's program area and larger professional community

Department Standards for Promotion to Professor

1. A demonstrated record of scholarship of high-impact peer-reviewed publications with indication of sustained or increasing productivity, books, book chapters and other publications
2. Presentations – local, state, national, international
3. A record of competitive external research funding
4. A demonstrated record of teaching excellence, teaching awards, advising, service on doctoral committees and dissertations, etc.
5. A record of professional service of high quality and recognized value within the candidate's program area, department, university and the larger professional community [e.g., named Fellow, senior journal editor, officer in a national organization, membership on a foundation or federal grant review panel, etc.]
6. Evidence of sustained and impactful community engagement with the local community.


NOTE: Qualifications of candidates should be viewed on a case-by-case basis. It is important to note that *there are no absolute cutoffs that apply to all candidates*. These standards are designed simply to provide clear guidance to faculty who are navigating the Promotion and Tenure process. The committee should consider a minimum standard of performance in all areas of assessment and have an overall expectation of excellence in research, teaching and service.

Link to University of Houston Promotion and Tenure Guidelines:
<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>

This document has been review and approved
by:

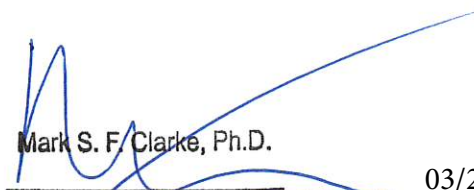
The current Promotion and Tenure Committee of the Department of Curriculum and Instruction
(October 28, 2015)

The chair of the Department of Curriculum and Instruction (12/2018)

The Dean of the College of Education (3/7/19) 

The Provost (_____)

These policies and procedures are formally adopted effective following the approval of the
Provost.


Mark S. F. Clarke, Ph.D.
Associate Provost
Faculty Development & Fac. Affairs

03/29/2019