



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.32: Promotion of Non-Tenure-Track Positions**

**DATE:** August 1, 2017 *{Effective Fall 2017}*

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish and describe a standard process by which non-tenure-track faculty members may apply and earn promotion.

**REVIEW:** This OP will be reviewed every three years, or as needed, by the Deans' Council and the Faculty Senate with recommendations for revision presented to the Provost/Vice-President for Academic Affairs.

**POLICY/PROCEDURE**

**1. Definitions, Job Classes, and General Expectations**

- a. Non-tenure-track faculty members may be employed on a full-time or part-time basis but are not eligible to acquire academic tenure. Various job titles are defined in OP 06.25.
- b. Non-tenure-track faculty members are employed under individualized appointments. Each faculty member's appointment letter shall generally describe the expected job performance criteria for the position in question regarding teaching, scholarly activity, and/or service job domains. Departments shall discuss additional or more specific performance criteria necessary for promotion when appropriate.

**2. Process to Establish Department-Level Performance Criteria**

The process by which department level performance criteria are developed is outlined in OP 06.31 (Annual Performance Evaluations for Non-Tenure-Track Positions), Section 2. Department Chairs shall publish and make available departmental criteria to faculty members who will be evaluated under that policy.

**3. Promotion of Instructors to Senior Instructors and Clinical Instructor to Senior Clinical Instructor**

Instructors and Clinical Instructors must hold a Master's degree and any licensure/certification appropriate for the discipline. After five performance evaluations rated as "surpasses criteria" or "meets criteria" he or she becomes eligible to apply for promotion to Senior Instructor. Once a Clinical Instructor has completed a minimum of five years of experience in clinical/professional practice and can present evidence of effective teaching experience, he or she becomes eligible to apply for promotion to Senior Clinical Instructor.

(New Policy: June 14, 2017)

a. Department-Level Performance Criteria for Senior Instructors / Clinical Senior Instructors

All non-tenure-track faculty shall be given the opportunity to develop performance criteria for each rank included in OP 06.25. The process by which these criteria are established is located in OP 06.31 (Annual Performance Evaluations for Non-Tenure-Track Positions), Section 2.

b. Materials to be Submitted

Each Instructor applying for promotion shall prepare the following materials for submission to the Department Chair according to the timeline listed in Section C.

- (1) A memorandum from the department chair approving eligibility has been met and copies of the annual evaluation forms from previous years;
- (2) A synopsis of relevant activities pursuant to the department's performance criteria for the Instructor and Senior Instructor ranks, organized by the relevant areas of job performance (teaching, scholarly activity, and professional service). It is the responsibility of the faculty member to clearly describe all activities and measures to facilitate the committee's review.
- (3) Some form of university-approved student assessment for classes taught during the Instructor's employment;
- (4) A current *curriculum vitae*.

c. Timeline

Each Instructor shall submit materials according to the following timetable after five years of satisfactory performance evaluation:

Process Step	Target Date
Application Materials Submitted	3 <sup>rd</sup> Friday, Spring Semester, 5pm CST
Department Evaluation Completed	5 <sup>th</sup> Friday, Spring Semester, 5pm CST
Chair Recommendation Completed	7 <sup>th</sup> Friday, Spring Semester, 5pm CST
Dean's Recommendation Completed	9 <sup>th</sup> Friday, Spring Semester, 5pm CST
Provost's Decision Completed	12 <sup>th</sup> Friday, Spring Semester, 5PM CST

*The promotion candidate must receive copies of all documents that shall become part of the candidate's application as it moves through the process. This includes copies of signature forms from faculty committees and letters from Department Chair(s) and Dean(s). The promotion candidate may elect to withdraw an application at any time.*

d. Process of Evaluation of Materials

The applicant's documentation shall be evaluated according to the following process:

- (1) Department Evaluation – the appropriate Department Chair(s) shall, in a timely manner, organize a meeting of the tenured faculty of the department to vote on the applicant’s materials for promotion. If there are no tenured faculty members in the Department, tenured faculty members from other Departments within the College shall be appointed by the College Dean.
  - (a) The Department Chair(s) shall not participate in the meeting or vote regarding the application, but shall deliver a charge to the committee at the beginning of the first meeting.
  - (b) An ad hoc chair shall be chosen by the tenured faculty from among those members present before evaluating promotion materials.
  - (c) A vote by anonymous ballot shall be conducted where each tenured faculty member shall vote to approve or deny promotion based upon the established department criteria.
  - (d) The ad hoc chair shall tabulate the results, witnessed by the members of the committee, and complete the required form indicating the decision (approve, deny, or tie). The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting’s activities. Points of dissension associated with “NO” votes with required written justification must be included in this report to provide feedback to the applicant. Such feedback must be aligned with departmental criteria. Failure to provide written justification will result in the no vote not counting.
  - (e) The required forms, ballots, and justifications shall be submitted to the appropriate Department Chair(s) to complete the peer-review process. The Department Chair(s) shall also provide copies of forms and justifications to each candidate. These justifications should detail how, if the application has voted down, the candidate may improve the application in the future.
- (2) Department Chair Evaluation – the Department Chair(s) shall review the decision of the tenured faculty for each application and then write either a concurring or dissenting opinion regarding each applicant. This opinion shall be inserted into the appropriate tabs in each application, a copy of which shall be distributed promptly to the candidate. The application shall then be submitted to the Dean of the College for review.
- (3) College Dean Evaluation – the College Dean(s) shall review the decisions of the tenured faculty and the Department Chair(s) for each application and make a recommendation regarding the application for promotion. The College Dean(s) must also provide a copy of the form and justifications to the candidate at this time. The application shall then be submitted to the Provost/VPAA for review.
- (4) Provost/VPAA Evaluation – the Provost/VPAA shall review the decisions of the tenured faculty, the Department Chair(s), and the College Dean(s) for each application and make a recommendation to the President regarding the application for promotion. The Provost must provide a copy of the form and justifications to the candidate. The application shall then be submitted to the President for approval.

(New Policy: June 14, 2017)

(5) ASU President – the President shall review the decisions of the tenured faculty, the Department Chair(s), the College Dean(s) and the Provost for each application and either approve or deny the application. The President’s office must notify the candidate of the decision and the candidate’s materials shall then be returned and notification made to the Department Chair.

e. Re-Application Process

An applicant who has been denied promotion can reapply the next year with no prejudice.

f. Salary

An applicant who is granted promotion from Instructor to Senior Instructor shall be granted a raise of five percent of current salary or two thousand dollars, whichever is greater.

#### 4. Promotion of Clinical Faculty

a. Eligibility Requirements for Promotion of Clinical Faculty:

Clinical faculty includes the ranks of clinical instructor, senior clinical instructor, clinical assistant professor, clinical associate professor and clinical professor. For each level within the clinical faculty track, the job descriptions contained in the appointment letter and departmental criteria provide guidance upon which promotion shall be considered. Such criteria should make reference to educational and/or licensure requirements, minimum duration of clinical /professional experience, and supporting evidence of performance in teaching, clinical expertise, scholarly activity and /or leadership and service and must be created by departments according to the process outlined above (Section 2). The following establish minimum qualifications:

Clinical Senior Instructor: Promotion from Clinical Instructor to Clinical Senior Instructor is discussed in Section 3 and shall adhere to the requirements of Senior Instructor Applications.

Clinical Assistant Professor: Appointment to this level requires evidence of the individual’s potential for excellence in teaching, scholarly activity, clinical practice, and leadership/service. The individual must hold a terminal degree in a field related to the clinical specialty and licensing/certification in the discipline and have completed a minimum of five years clinical/professional practice and at least two-years teaching experience.

Clinical Associate Professor: Promotion or Appointment to this level requires evidence of the individual’s clearly defined record of strong teaching, scholarly activity, clinical practice, and leadership/service and evidence of their commitment to continued growth as a teacher, scholar, clinician, and member of the faculty. The individual must fulfill all requirements for Clinical Assistant Professor plus a minimum of four additional years of teaching experience.

Clinical Professor: Promotion or Appointment to this level requires evidence of the individual’s demonstrated achievement and distinction in teaching, scholarly activity, clinical practice. The individual must fulfill all requirements for Clinical Associate Professor plus a minimum of four additional years of teaching experience.

b. Materials to be Submitted:

Clinical faculty wishing to be promoted from the Assistant Professor to Associate Professor level or Associate Professor to Professor level will follow the process as outlined by OP 06.23 (Tenure and Promotion Standards and Procedures), Section 6.

c. Timeline

Applicants applying for promotion to clinical senior instructor and clinical assistant professor should adhere to the timeline set forth in this policy, Section 2c. Applicants applying for promotion to Clinical Associate Professor and Clinical Professor should adhere to the timeline set forth in OP 06.23 (Tenure and Promotion Standards and Procedures), Section 10.

d. Process of Evaluation of Materials:

The applicant's portfolio shall be evaluated according to the following process:

- (1) Department Evaluation – the appropriate Department Chair(s) shall, in a timely manner, organize a meeting of the tenured faculty of the department to vote on the candidates' portfolios. If there are no tenured faculty members in the Department, tenured faculty members from other Departments within the College shall be appointed by the College Dean.
  - (a) The Department Chair(s) shall not participate in the meeting or vote regarding the portfolios, but shall deliver a charge to the committee at the beginning of the first meeting.
  - (b) An ad hoc chair shall be chosen by the tenured faculty from among those members present.
  - (c) A vote by anonymous ballot shall be conducted where each tenured faculty member shall vote to approve or deny promotion based upon the established departmental criteria.
  - (d) The ad hoc chair shall tabulate the results, witnessed by the members of the committee, and complete the required form indicating the decision made (approve, deny, or tie) promotion. The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting's activities and includes written justification for any votes for denial. Points of dissension associated with "NO" votes with required written justification must be included in this report to provide feedback to the applicant. Such feedback must be aligned with departmental criteria. Failure to provide written justification will result in the no vote not counting.
  - (e) The required forms, ballots, and justifications shall be submitted to the appropriate Department Chair(s) to complete the peer-review process. The Department Chair(s) shall also provide copies of forms and justifications to each candidate. These justifications should detail how, if the application has voted down, the candidate may improve the application in the future.

- (2) Department Chair Evaluation – the Department Chair(s) shall review the decision of the tenured faculty for each portfolio and then write either a concurring or dissenting opinion for the applicant. This opinion shall be inserted into the appropriate tabs in each portfolio, a copy of which shall be distributed promptly to the candidate. The portfolio shall then be submitted to the appropriate CTPC(s) for review (see 06.23 (Tenure and Promotion) Section 2).
  - (3) CTPC Evaluation - the CTPC(s) shall review the decisions of the tenured faculty and the Department Chair(s) for each portfolio and then recommend promotion or not based on the committee's own evaluation of the portfolio against the relevant department performance criteria. The College Dean may not participate in the proceedings of the CTPC.
    - (a) The vote shall be anonymous, and all votes shall be tallied in the presence of the committee members.
    - (b) The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting's activities and includes justifications for any votes for denial.
    - (c) The CTPC chair shall complete the signature forms and collect the ballots and any necessary justifications, which shall all be submitted to the College Dean(s) for review.
  - (4) College Dean Evaluation – the College Dean(s) shall review the decisions of the tenured faculty, the Department Chair(s), and the CTPC(s) for each portfolio and then write either a concurring or dissenting opinion regarding each applicant. This opinion shall be inserted into the appropriate tab in each portfolio, a copy of which shall be distributed to the candidate. The College Dean(s) must also provide a copy of the CTPC forms and justifications to the candidate at this time. The portfolio shall then be submitted to the PVPAA for review.
  - (5) PVPAA Evaluation – the PVPAA shall review the decisions of the tenured faculty, the Department Chair(s), the CTPC(s), and the College Dean(s) for each portfolio. The PVPAA shall write either a concurring or dissenting opinion regarding each applicant. This opinion shall be inserted into the appropriate tab in each portfolio, a copy of which shall be distributed to the candidate. The Provost then must submit all documentation for the President's approval.
  - (6) President's Evaluation – the President shall approve or deny the application for promotion based on personal judgment of the candidate's portfolio and also based on the results of the evaluative process described above.
- e. Re-application Process

An applicant who has been denied promotion can reapply the next year with no prejudice.

(New Policy: June 14, 2017)

f. Salary

An applicant who is granted promotion to either the Clinical Associate Professor or Clinical Professor level shall receive an increase commensurate with in kind tenure-track levels.