

12.01.01.01 REQUIREMENTS FOR IMPLEMENTING TENURE

Approved: March 19, 2020

Next Scheduled Review: March 19, 2025

RULE STATEMENT

This rule establishes requirements for tenure and promotion at Texas A&M University-San Antonio (A&M-San Antonio).

REASON FOR RULE

The Texas A&M University System (System) Regulation [12.01.01, *Institutional Rules for Implementing Tenure*](#) requires this rule.

RULE FOR TENURE AND PROMOTION

I. TENURE AND PROMOTION

I.1 Eligibility and Guidelines for Tenure

- I.1.1 To be eligible to receive tenure, a faculty member must be a full-time employee of A&M-San Antonio who holds academic rank as assistant professor, associate professor, or professor and was hired into a tenure-track faculty position.
- I.1.2 Administrative positions are not tenure-eligible positions. However, administrative personnel who also hold academic tenure rank in addition to their administrative titles retain their tenured status as faculty members. The appointment letter for a faculty member with an administrative position should state the portion of the employee's salary that is associated with the administrative position. Also, in such cases, the appointment letter should state that the administrative position and the salary associated with such position may be

terminated without cause and that the tenured faculty holding such an administrative position would then return to the duties of full-time faculty.

- 1.1.3 Faculty members awarded tenure at other institutions in The Texas A&M University System or any other institution have no claim to tenure at A&M-San Antonio. Persons whose initial appointment to the A&M-San Antonio faculty is at the rank of associate professor or professor and who held the rank of associate professor or professor and were tenured at another institution may be eligible for tenure upon appointment.
- 1.1.4 The probationary period for a tenure-track faculty member first appointed as an assistant professor shall not exceed seven years of consecutive service at A&M-San Antonio, except as specified in 1.1.5. The probationary period for a tenure-track faculty member first appointed as an associate professor shall not exceed five years of consecutive service at A&M-San Antonio, except as specified in 1.1.5. For those tenure-track faculty who received some years of credit at the time of initial employment, the initial appointment letter will indicate the maximum possible length of probationary service at A&M-San Antonio.
- 1.1.5 Under some circumstances, the probationary period may be extended upon petition by the faculty member, positive recommendation by the department chair and the dean, and approval by the provost. An extension may be approved when a faculty member encounters circumstances that may seriously impede progress toward demonstrating qualification for award of tenure and promotion. Circumstances that might justify approval of such an extension include, but are not limited to, serious illness or injury; responsibility for the primary care of an infant or small child; responsibility for the primary care of a close relative who is disabled, elderly, or seriously ill; or other serious disruptions of the probationary period for unexpected reasons beyond the faculty member's control. The probationary period will normally be extended for one year, but an extended period may be requested for compelling circumstances.

1.2 Written Terms of Faculty Employment

1.2.1 In general, a faculty member is any full-time or part-time employee of A&M-San Antonio with an appointment as a professor at any rank, a lecturer, or someone with the title of visiting or professional-track faculty. The term of all faculty appointments shall be for nine months (September through the following May), unless otherwise stated in the most current letter of appointment. Appointment is subject to renewal or nonrenewal each year or until tenure is received for tenure-track positions. Employment during the summer months (June through August) is not guaranteed but is determined by the needs of the university and the availability of faculty to meet those needs.

1.2.2 Appointment Letters (See [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 3.1)

1.2.3 Annual Notification of Salary (See [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), sections 3.3)

1.2.4 Notification of Resignation (See [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 3.4)

1.3 Promotion and Tenure Evaluation Criteria

1.3.1 All faculty shall be evaluated for promotion and/or tenure (P/T) on accomplishments in each of the three major categories of performance: teaching, service, and scholarship. Although some quantitative measures of evaluation may be employed, excellence in performance is of primary importance; that is, the quality, significance, and impact of accomplishments are of much greater importance than their numbers. For P/T, in addition to meritorious accomplishments, a high potential for continued excellence is required. In most cases, the judgments of colleagues in the faculty member's discipline, internal or external to the institution, provide the best and most reliable basis for making sound decisions about P/T. Further explanation and examples of evidence in the three categories of performance are:

1.3.1.1 Teaching: Effective teaching is a minimum expectation for the granting of P/T, and no recommendation for tenure or promotion should be made when effectiveness of teaching is in

doubt. Evaluation of teaching effectiveness should be as comprehensive as possible. The process must include information from a variety of sources, including systematic assessment of student feedback and input from peers. Among the methods that may be used to demonstrate teaching quality are:

- I.3.I.I.1 electronic portfolio documenting exceptional teaching strategies, academic rigor, outstanding student work, assessment of student-learning outcomes, and course revision as a result of assessment
 - I.3.I.I.2 development of courses in the candidate's area of expertise
 - I.3.I.I.3 peer observation of classroom performance
 - I.3.I.I.4 student evaluation of course instruction
 - I.3.I.I.5 receipt of an award or honor for teaching excellence from an internal or external committee or professional body
 - I.3.I.I.6 mentoring and advising of graduate and undergraduate students as evidenced by career counseling and research supervision
 - I.3.I.I.7 securing of outside funding for equipment, materials, tools, learning resources, and improvements of instructional efficiencies
 - I.3.I.I.8 participation in departmental, college, and university seminars and workshops on teaching effectiveness and professional short courses
- I.3.I.2 Service: Service includes service to the institution, to students, colleagues, departments, divisions, and the university, as well as service to the community and the faculty member's professional societies. Examples include but are not limited to the following:

- I.3.I.2.1 advising and mentoring students or serving as advisor for a student organization
- I.3.I.2.2 member and/or chair of a departmental, college, or university committee
- I.3.I.2.3 mentoring of faculty colleagues, including participation in peer evaluation of teaching
- I.3.I.2.4 program service such as participation in program coordination, assessment, curriculum development, or course scheduling
- I.3.I.2.5 guest lecturer or invited speaker for an outside agency or professional organization based on scholarly expertise
- I.3.I.2.6 outreach to students regarding the importance of a discipline to the larger societal framework and recruiting students to academic programs
- I.3.I.2.7 professional service to the community, county, city, state, nation, and the world based on scholarly expertise
- I.3.I.2.8 service to the profession, including peer-reviewed journals; professional organizations and conferences related to one's discipline; thesis or dissertation committees at other universities; or, P/T reviews at other universities.
- I.3.I.3 Scholarly or artistic endeavor: Scholarship is the creation and dissemination of new knowledge or creative activities. Scholarship and artistic endeavors can take many forms and should be evaluated in the context of disciplinary norms. In most disciplines, peer-reviewed scholarly journal articles or books represent the standard by which scholarship is judged. Faculty are expected to show continuing growth and professional development through research (externally or internally funded), writing, or other creative activities and

through participation in professional activities within their disciplines. Examples of scholarship and artistic endeavors include but are not limited to the following:

- I.3.I.3.1 peer-reviewed scholarly journal articles in the faculty member's discipline or related disciplines
- I.3.I.3.2 peer-reviewed scholarly articles in national and international conference proceedings in the faculty member's discipline or related disciplines
- I.3.I.3.3 published books including textbooks in the faculty member's discipline or related disciplines; chapters within books; editorship of professional and scholarly books
- I.3.I.3.4 original creative writing (e.g., theatrical play, musical piece)
- I.3.I.3.5 public performance of an art form
- I.3.I.3.6 public display of a visual art form in a juried setting
- I.3.I.3.7 intellectual property such as software and patents
- I.3.I.3.8 invited or juried oral presentation of current research and/or policy analysis

I.3.2 As a supplement to the criteria and procedures for P/T outlined in System policies and regulations as well as in university rules and procedures, each discipline shall establish requirements and guidelines for P/T that apply to faculty within that discipline. Discipline guidelines must be in compliance with this document. All such requirements and guidelines shall be submitted to, and approved by, the Provost.

I.3.3 Each department and college will establish one or more committees to review applications for P/T. Composition, method of selection, and appointment of the committee chair(s) shall be stipulated in college guidelines compliant with the following:

- 1.3.3.1 All members of a departmental or college P/T committee must be tenured faculty members of the university, with a minimum of five faculty members serving on such a committee. Each such committee elects its own committee chair during the first meeting of the committee for the academic year. The committee chair will coordinate the deliberations of the committee, including the writing of the committee recommendations.
- 1.3.3.2 All tenured faculty members of a department shall be members of the departmental tenure review committee.
- 1.3.3.3 If a department has less than five tenured faculty members, then that department shall not appoint a departmental P/T committee. All tenured faculty members of such a department shall serve on the college P/T committee.
- 1.3.3.4 If a department has less than five tenured faculty members in the rank of professor, then that department shall not appoint a departmental promotion review committee to consider applications for promotion to the rank of professor. All tenured faculty members in the rank of professor of such a department shall serve on the college promotion review committee when there is an application from a departmental colleague for promotion to the rank of professor.
- 1.3.3.5 If a college has less than five tenured faculty members in the rank of professor, then the dean of the college shall appoint additional faculty members in the rank of professor to a P/T committee from other colleges, in consultation with the other deans.
- 1.3.3.6 A college P/T committee is elected by the tenure-track and tenured faculty members in the college. Members will serve for a two-year period. Additionally, up to two alternate committee members will be elected to serve if a committee member has a conflict of interest or is unable to serve for the entire academic year. Each college will determine the election process for the

college P/T committee. The terms of members will be staggered so that no more than half of the committee will rotate off every year.

- 1.3.3.7 Professors emeriti may be nominated to a P/T committee by the head of the unit the committee is drawn from, i.e., the department chair or the dean.
- 1.3.3.8 Members of the college P/T committee who have served on the departmental P/T committee shall recuse themselves from review of applications of departmental colleagues for P/T at the time of review by the college committee.
- 1.3.3.9 The departmental and college P/T committee(s) will review the faculty member's level of accomplishment and potential in the criteria areas of teaching, service, and scholarly/creative activities relative to disciplinary norms and standards. The departmental P/T committee(s) will submit its report to the department chair, and the college P/T committee will submit its report to the college dean. The reports will contain recommendations for tenure and/or promotion, justification, and a record of the votes for each applicant.
- 1.3.3.10 The departmental P/T committee, the college P/T committee, the department chair, the college dean, and the provost have vital roles in the review of applications. These reviewing authorities provide a written recommendation and justification that gets forwarded along with the electronic portfolio.

1.4 Tenure and/or Promotion Calendar

- 1.4.1 The following time line will apply to all applications for tenure and/or promotion:

- 1.4.1.1 Last Friday in February: The department chair will send written notification to each faculty member who is entering his/her mandatory year for a tenure decision that he/she must apply for tenure during the subsequent academic year and be

approved for tenure in order to continue employment at the university beyond the probationary period.

- I.4.I.2 March 31: Each faculty member who plans to apply for promotion and/or tenure in the subsequent academic year will submit written notification of intent to the chair of the department. The dean of the college will forward a summary list of faculty members in the college applying for tenure and/or promotion to the provost's office no later than the 1st Friday in April.
- I.4.I.3 1st Friday in September: Each applicant for promotion and/or tenure must submit an electronic portfolio of accomplishments and curriculum vitae to the appropriate dean. The structure of the electronic portfolio is described in I.6.4. The dean will provide access to the P/T application to the appropriate reviewing authorities within the department and the college.
- I.4.I.4 3rd Friday in September: The departmental P/T committee's written recommendations with justifications for faculty promotion and/or tenure are due to the respective department chair.
- I.4.I.5 1st Friday in October: The department chair's recommendations with justifications for promotion and/or tenure are due to the academic college P/T committee.
- I.4.I.6 3rd Friday in October: The academic college P/T committee's written recommendations with justifications for faculty promotion and/or tenure are due to the respective dean.
- I.4.I.7 1st Friday in November: The dean's recommendations with justifications for promotion and/or tenure are due to the provost.
- I.4.I.8 1st Friday in December: The provost's recommendations with justifications for tenure and/or promotion are due to the president.

1.4.1.9 3rd Friday in January: The president renders a decision regarding all recommendations for tenure and authorizes submission of recommendations to the Chancellor and/or System Board of Regents (BoR) for approval during the March BoR meeting. The president will send a letter to the candidate relating the BoR's action on the recommendation for tenure. Written notice of denials of tenure will be provided in accordance with [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 4.I.

1.4.2 At each stage of internal review, the faculty member will receive a written summary of the report forwarded to the next level of review. The written summary shall describe the recommendation and a summary of the justifications either through electronic means or in paper form in a sealed envelope and in such manner as to ensure confidentiality of the decision. The parties responsible for these communications are the committee chair, the departmental chair, the college dean, the provost, and the president. At any stage of review, a faculty member may withdraw the application for tenure and/or promotion.

1.5 Pre-Tenure Review

1.5.1 A comprehensive pre-tenure review to determine progress toward meeting all tenure requirements is required for tenure-track assistant professors during the fourth year of probation in lieu of the annual performance review, except as otherwise indicated in the faculty member's letter of appointment or due to exceptional reasons affirmed in writing by the academic chair of the department to which the tenure track faculty member belongs.

1.5.2 The timeline to be followed for pre-tenure-application review will be consistent with the university's timeline for tenure-application review unless otherwise indicated in writing by the department chair due to exceptional circumstances.

1.5.3 The comprehensive pre-tenure-review process will include a review of the faculty member's progress by the same committee(s) that review/s applications for tenure during the year. A departmental P/T committee will submit its written report to the department chair, and a college P/T

committee will submit its written report to the dean. These reports will include an assessment of the faculty member's progress toward achieving tenure and recommendations on improving teaching, scholarship/creative activity, and service contributions.

- 1.5.4 The department chair will provide a letter to the dean summarizing the faculty member's progress toward achieving tenure. The department chair will provide to the faculty member under pre-tenure review a written summary of achievements and whether the faculty member is making adequate progress toward achieving tenure, with a copy to the college dean. If the faculty member is making adequate progress the dean should identify what, if anything, still must be accomplished to merit a positive tenure recommendation. If the faculty member is not making adequate progress, the university may recommend not to renew the faculty member's appointment.
- 1.5.5 For tenure-track faculty who has received some years of credit toward tenure as a result of prior academic service, the timeline for pre-tenure review will be stated in the initial letter of appointment.
- 1.5.6 Every faculty member who intends to apply for tenure should have completed pre-tenure review, except as otherwise indicated in the faculty's letter of appointment or due to exceptional reasons affirmed in writing by the academic chair of the department to which the tenure track faculty member belongs, including but not limited to credit for years served during prior employments in institutions of higher learning.

1.6 Tenure and/or Promotion Review Process

- 1.6.1 The application process for an assistant professor seeking tenure and promotion to the rank of associate professor, with no credit for prior service in any previous position, shall begin no later than the spring semester of the fifth year of appointment. For those assistant professors seeking tenure and promotion to the rank of associate professor with credit for prior service, the initial letter of appointment will stipulate the latest term and year when the application for tenure and promotion is due.

- 1.6.2 Faculty wishing to apply for tenure review prior to their mandatory year should consult their department chair during annual evaluation as to their readiness for tenure based on their academic contributions. The department chair will summarize the conversation with the applicant and indicate in the annual-evaluation letter whether or not the applicant should proceed with the application.
- 1.6.3 Through the annual performance review process as outlined in section 4, department chairs will review the performance of all faculty members who are accruing credit toward tenure, except that an annual review will not be conducted for a faculty member who has received a notice of nonrenewal or non-reappointment. Each faculty member will be advised in writing of the results of this review. The purpose of regular reviews is to provide a candid evaluation of the individual's achievements so that both the individual and A&M-San Antonio may benefit by improved performance or by encouragement to continue exemplary performance.
- 1.6.4 Credit toward tenure for years served during prior employment in institutions of higher education may be negotiated by the faculty applicant and the department chair and stated in writing in the letter of appointment and/or reappointment of the faculty member. Terms of credit should be negotiated taking into consideration [System Policy 12.01, Academic Freedom Responsibility, and Tenure](#) and [A&M-San Antonio Policy 12.01.99.01.01 Academic Freedom, Responsibility and Tenure](#) and other related policies of A&M-San Antonio.
- 1.6.5 The application for tenure and/or promotion will be submitted in an electronic format. The first section of the application will be a checklist of items (12.01.99.00.01 Appendix A) that indicate whether reviewing authorities of the university have signed their recommendations after each stage of review and whether all necessary documentation for review are included in the electronic portfolio. The second section will be a table of contents (12.01.99.00.01 Appendix B).
- 1.6.6 Departmental P/T committee reviews each application for tenure and/or promotion, votes on whether to recommend for or against grant of tenure or promotion and communicates its recommendation, with justifications and a tally of votes to the department chair. The chair of

the committee then provides the applicant a written summary of the recommendation within three business days the report is due to the department chair.

- 1.6.7 Following review, the department chair makes a recommendation and communicates it to the dean and the college P/T committee. The department chair then provides the applicant a written summary of the recommendation within three business days the report is due to the dean.
- 1.6.8 The college P/T committee then reviews applications for P/T and makes its recommendations. The committee communicates its recommendations, with rationale and a tally of votes, to the dean, with a copy to the department chair, who sends it to the departmental P/T committee. The chair of the college committee then provides the applicant a written summary of the recommendation within three business days the report is due to the dean.
- 1.6.9 Following review, the dean makes a recommendation to the provost and sends a copy of the recommendation simultaneously to the chair of the college P/T committee and the chair of the department. The dean then provides the applicant a written summary of the recommendation.
- 1.6.10 The provost reviews the application and forwards the recommendation to the president. The provost then communicates the recommendation to the applicant, the dean, and the department chair. The dean communicates the provost's recommendation to the college P/T committee, and the department chair communicates the same to the departmental P/T committee.
- 1.6.11 The president reviews the application and makes a determination of whether to recommend to the Texas A&M System Board of Regents that the applicant be awarded tenure. The president communicates the recommendation, either to award or deny tenure and/or promotion, to the provost and the applicant.
- 1.6.12 At each level of review, the applicant shall be given opportunity to add their own written comments/response to the report to clarify or respond to any of its contents. Such response shall be submitted to the reviewing authority within three business days from receipt of the

recommendation and shall form part of the records/personnel file of the applicant.

- 1.6.13 If there is a recommendation against tenure or promotion at any level, the applicant may request a hearing within three business days from receipt of the recommendation to be conducted by the reviewing authority at that level. That reviewing authority will schedule a hearing within three business days from such request, where the applicant may provide rationale and evidence for an affirmative recommendation on the tenure and/or promotion application. The applicant may also bring to the hearing an advocate, who can provide rationale and evidence for the candidate having met the requirements for tenure and/or promotion. The reviewing authority shall issue a decision on any changes to its recommendation within three business days from the completion of the hearing. In most cases, a hearing shall not exceed a period more than two weeks.
- 1.6.14 If an applicant's P/T application is denied prior to the penultimate year of probationary period of employment, the applicant may resubmit during the following cycle(s) without prejudice. No application for tenure and promotion may be made beyond the sixth year of employment, excluding extensions to the probationary period.
- 1.6.15 At the conclusion of the probationary period, unless appropriately informed otherwise, the faculty member shall not have tenure. Prior to the beginning of the last year of the probationary period, the university shall notify the faculty member in writing of a decision regarding the granting or denial of tenure. The failure by the university to so notify shall not be construed as a grant of de facto tenure. If the decision is not to award tenure, the faculty member is entitled to serve for one additional contract year following the term or semester in which the notice is received.
- 1.6.16 Written notice of non-reappointment will be sent by the president or designee to the faculty member in accordance with [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 4.2.

1.7 Faculty Rank Expectations for Initial Appointment and/or Promotion

1.7.1 Minimum university expectations and guidelines for initial appointment and/or promotion in faculty rank are as follows:

1.7.1.1 Assistant Professor

1.7.1.1.1 is the typical entry point for new faculty members in tenure-track positions, most of whom have limited or no previous full-time academic experience in higher education.

1.7.1.2 Associate Professor

1.7.1.2.1 a high level of accomplishment as compared to the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;

1.7.1.2.2 evidence indicating a commitment to maintaining the level of excellence in teaching, service, and scholarly or creative activity expected of a tenured faculty member;

1.7.1.2.3 evidence of scholarship in the years prior to promotion, including peer-reviewed publications and/or creative achievements in the faculty member's discipline.

1.7.1.3 Professor

1.7.1.3.1 an exemplary level of accomplishment as compared to the contributions of contemporaries in the field with respect to university mission, resources, and responsibilities;

1.7.1.3.2 a record of sustained excellence in teaching;

1.7.1.3.3 consistent evidence of scholarship or creative accomplishments in the faculty member's discipline

during the years prior to promotion, including peer-reviewed publications or creative activities;

- 1.7.1.3.4 a notable record of contributions to one's profession, community, university and mentorship, as defined by individual colleges.

2. ANNUAL PERFORMANCE REVIEW

- 2.1 Every full-time faculty member will participate in an annual review process initiated by the department chair. An annual review will not be conducted for faculty members who have received notice of nonrenewal or non-reappointment or announced in writing that they are resigning by the end of the academic year.
- 2.2 The purpose of the annual review is to provide a mechanism for department chairs and faculty colleagues to sustain quality performance in all areas of a faculty member's responsibilities: teaching, scholarship/creative work, and service. Annual review provides valuable information both to the department's leadership about the faculty member's accomplishments and needs and to the faculty member with respect to growth in the context of departmental and disciplinary standards. Annual reviews will be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the needs and expectations of the department, college, and university.
- 2.3 The focus of the annual-review process will vary from rank-to-rank. For non-tenure-track faculty, the annual review process will serve primarily as an evaluation that focuses on performance and potential for reappointment. For tenured or tenure-track faculty, the annual review must take into account the fact that progress in a scholarly career is a long-term venture; therefore, a three-to-five-year horizon may be necessary for the accurate evaluation of professional and scholarly progress. Further, the annual-review process will be conducted differently depending on the different stages of a faculty member's career. For tenure-track assistant professors, the annual review process must also indicate progress toward P/T. For tenured faculty at the rank of associate professor, the process will be used to identify the faculty member's progress toward promotion.
- 2.4 The evaluation process begins with the faculty member's submission of an annual report that summarizes accomplishments over the previous year in three areas: teaching, service, and scholarly or artistic endeavor. Faculty members prepare their own summary, using the evaluation criteria established by the faculty evaluation

committee (FEC). The faculty member's report of previous activities focuses on the previous calendar year and should point out the status of long-term projects and set the context in which annual activities have occurred. The annual report for a year should also include goals for the following year in teaching, scholarly or creative activity, and service.

- 2.5 The dean of the college, in consultation with department chairs and faculty, will determine the structure and composition of the FECs and how the members are elected.
- 2.6 Following the submission of annual reports, the FEC conducts a review of each full-time faculty member's performance. The FEC prepares a written assessment of the faculty member's performance, including any recommendations, and forwards it to the department chair.
- 2.7 The department chair reviews the committee's evaluation and prepares their-own evaluation. The department chair's evaluation will state agreement or disagreement with the FEC evaluation and the rationale. As a final step, the department chair meets with each faculty member and reviews the results of the FEC evaluation and the chair's independent evaluation. The chair then provides the faculty member with an opportunity to add response comments to the evaluation and forwards the final documents to the dean. This annual performance review and any related documents will become a part of the faculty member's personnel file.
- 2.8 The annual review will be part of the ongoing process of communication among the faculty member, the FEC, the department chair, and the department, in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of the faculty member and the university is enhanced. In all cases, the annual review will serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility and for merit-based salary increases or merit-based bonuses. Except in unusual cases where the faculty member fails to participate in the annual review due to serious illness or injury or other serious and unexpected disruptions beyond the faculty member's control, failure to participate and/or cooperate in the annual performance evaluation process may subject the faculty member to disciplinary action up to and including dismissal.

2.9 Adjunct faculty are not evaluated through this annual evaluation process. Their performance will be reviewed during their first semester of appointment and at other times as deemed necessary by the department chair.

3. ADMINISTRATIVE LEAVE

3.1 Administrative leave is outlined in [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section.5.

4. FACULTY DISMISSAL FOR CAUSE

4.1 Faculty Dismissal for Cause is outlined in [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 6.

5. NON-RENEWAL OF NON-TENURED AND TENURE-TRACK FACULTY AT END OF APPOINTMENT

5.1 Outlined in [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), section 7.

5.2 The president or designee will appoint a hearing committee selected from all tenured members of the university faculty. The hearing committee will comprise 5 to 7 members, one of whom will be designated as chair.

6. DISMISSAL FOR CAUSE HEARING

6.1 Outlined in [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#), sec. 8.

6.2 The president or designee will appoint a hearing committee selected from all tenured members of the university faculty. The hearing committee will comprise 5 to 7 members, one of whom will be designated as chair.

7. TENURE, FINANCIAL EXIGENCY, AND PHASING OUT OF PROGRAMS

7.1 If a faculty member is notified that s/he has been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty member will have 10 business days to request a hearing before a committee appointed by the provost. The provost shall appoint a committee consisting of the two most-senior faculty members from each academic college

(based on time in rank at A&M-San Antonio) and who are not subject to the termination order being considered by the hearing committee.

8. NOTICE PROVISION

Any future changes to these guidelines and/or procedures, regardless of whether substantive, procedural, or related to documentation will not take effect until such changes have been made widely available to the faculty in a centralized, known location or repository (e.g., university drive available to all faculty) for at least six months prior to implementation and without the faculty senate having provided advice after due deliberations and opportunity for consultations with all faculty for appropriate feedback and input.

RELATED AUTHORITIES

[System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#)

[System Regulation 12.01.01, Institutional Rules for Implementing Tenure](#)

[A&M-San Antonio Rule 12.01.01.01 Academic Freedom, Responsibility and Tenure](#)

DEFINITIONS

Electronic Portfolio: All the required documentation and supplemental materials for the application for tenure and promotion must be in the format specified in Appendix B.

Full-time appointment: An appointment in an academic assignment equivalent to a twelve (12) hour teaching load per long semester (fall and spring semesters) with additional research/creative activity and service responsibilities.

Lecturers: Members so designated when a program has an ongoing need for faculty other than those in the tenure-track status. Members of this rank may or may not have a terminal degree but must have a master's degree or professional degree. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is

required prior to consideration of reappointment. Faculty holding any of these titles shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

Non-tenured and non-tenure-track faculty: faculty whose letter of appointment does not specify that the position is tenure-track nor that tenure is awarded at the time of employment. If a faculty member who holds a non-tenure-track position is appointed to a tenure-track faculty position, time served in the non-tenure-track faculty position does not automatically count toward tenure. Such appointments are subject to annual review.

Professional Track Faculty: professional track faculty members so designated when a program has an ongoing need for faculty other than those in the tenure-track process. Members of this rank may or may not have a terminal degree but must have a master's degree or professional degree. Appointment is for up to five years and may be renewed based on performance and need. Satisfactory performance by members of this rank, as determined by adequate supervision and evaluation, is required prior to consideration of reappointment. Faculty holding any of these titles shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs.

[System Policy 12.07, Fixed Term Academic Professional Track Faculty](#) governs the employment of Professional Track faculty, and [System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#) does not apply to such faculty members except to the extent provided in System Policy 12.07, *Fixed Term Academic Professional Track Faculty*.

Tenured and tenure-track faculty: Faculty members holding the rank of assistant professor, associate professor, or professor employed in a tenure-track or tenured position.

Visiting Faculty: members so designated when needed to fill temporary short-term appointments and when timing of a vacancy does not allow for an appropriate search to be conducted. The appointee must have the appropriate qualifications. If assigned to full-time responsibilities, the appointment shall not exceed a total of three consecutive academic years.

CONTACT OFFICE

Academic Affairs, Office of the Provost and Vice President for Academic Affairs (210) 784-1200