

## **Guidelines for P & T (CLASS Bylaws -amended April 2013)**

In the case of evaluations for Promotion and Tenure, CLASS guidelines and policies are subject to those promulgated at the university level. Guidelines provided by the Office of the Provost form the basis of all Promotion and Tenure decisions. While a college may choose to implement more rigorous standards than those detailed in the university-level promotion and tenure guidelines, a college may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the 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 in writing of not only the university-level promotion beyond tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

### **Section XV. Procedures and Criteria for Tenure and Promotion to Associate Professor in the College of Liberal Arts and Social Sciences**

- A. All College and Department policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
- B. Mandatory review for tenure and promotion will take place no later than the sixth year of a tenure- track assistant professor's appointment, unless the candidate received an extension of the probationary period under the provisions of the University of Houston Faculty Handbook.
- C. Each department shall develop and make available to faculty members, upon their appointments, written criteria for tenure and promotion consistent with University and College policies.
- D. Candidates for tenure and promotion to Associate Professor, which normally occur together, are responsible for the timely submission of tenure and promotion materials consistent with the criteria of the Department, the College and the University. Additionally, department chairs/directors shall solicit four to six external reviews of the candidate's materials from well-qualified senior scholars. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the promotion and tenure process
- E. Successful candidates for tenure and promotion to Associate Professor shall demonstrate excellence in (a) scholarship, creative work or performance, (b) teaching, and (c) service to the university, community, and/or profession as appropriate to the particular discipline. The awarding of tenure shall be based on the candidate's serious and significant contributions in scholarship, creative work, or performance; the promise or achievement of a national or

international reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate's career.

- F. Only tenured faculty in the department may vote on the granting of tenure and the promotion to Associate Professor. All deliberations are conducted in confidence. The department committee shall provide a written report evaluating the candidate's scholarship, creative work or performance, teaching, and service, including a recommendation based on the majority of votes cast. The department chair/director shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.
  
- G. The College Tenure and Promotion Committee shall review the candidate's tenure and promotion materials, external review letters, the department's recommendation, and the department chair/directors's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion and tenure as well as the continuance of faculty members in the College according to University procedures, departmental criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the college Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and the Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers.

## **Section XVI. Procedures and Criteria for Promotion to Full Professor in the College of Liberal Arts and Social Sciences**

- A. All College and Department policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
- B. Each department shall develop and make available to faculty written criteria for promotion to Full Professor consistent with University and College policies.
- C. Candidates for promotion to Full Professor are responsible for the timely submission of promotion materials consistent with the criteria of the department, the College and the University. Additionally, department chairs/directors shall solicit four to six external reviews of the candidate's materials from well-qualified senior scholars. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process.
- D. Successful candidates for promotion to Full Professor shall demonstrate continued

- excellence in (a) scholarship, creative work or performance, (b) teaching, and (c) service to the university, community, and/or profession appropriate to the particular discipline. The promotion to full professor shall be based on the candidate's serious and significant contributions in scholarship, creative work, or performance; the achievement of a national or international reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate's career.
- E. Only full professors in the department may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there are fewer than three full professors eligible to undertake the committee review in a department, additional full professors will be named by the Dean to the departmental committee in consultation with the chair/director of the department. The department committee shall provide a written report evaluating the candidate's scholarship, creative work or performance, teaching, and service, including a recommendation based on the majority of votes cast. The department chair/director also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.
  - F. In a department where the chair/director does not hold the rank of full professor, the Dean shall appoint a full professor from the department, or from another department if there are no full professors in the department at issue, to oversee the department's deliberations regarding a candidate's promotion to Full Professor and to provide an independent written recommendation and report with his or her assessment of the candidate's record.
  - G. The College Tenure and Promotion Committee shall review the candidate's promotion materials, external review letters, the department's recommendation, and the department chair/director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the college Committee and the Dean will be included in the portfolio and the entirety will be submitted to the Provost's office for review at the University level. A copy of the Committee's and Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers.

## **Section XVII. Reconsideration of Tenure and Promotion Decision**

- A. In cases of a negative recommendation, candidates for tenure and promotion to Associate Professor or for promotion to Full Professor are entitled to a reconsideration of the decisions of the department, the department chair/director, the College Tenure and Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
- B. Each department shall establish procedures for reconsideration. Departmental reconsiderations normally occur before the deadline for portfolio submission to

the College.

- C. A candidate requesting a reconsideration of the College Tenure and Promotion Committee's decision must submit a written notification of this request to the Committee chair within five days of receiving the Committee's report. No later than five days thereafter, the candidate must provide to the Committee any new evidence or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the chair/director of his or her department or another faculty colleague to provide information to the Committee.
- D. A candidate requesting a reconsideration of the Dean's decision must submit a written notification of this request to the Dean within five days of receiving the Dean's report. No later than five days thereafter, the candidate must provide any new evidence or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the chair/director of his or her department chair/director or another faculty colleague to provide information to the Dean.