

**Department of Educational Leadership & Policy Studies
Procedures For Promotion And/Or Tenure**

1. Introduction

The following procedures are proposed to assist ELPS faculty in making informed recommendations to the Chair and Dean concerning the awarding of promotion and/or tenure within the College of Education. In cases of apparent discrepancy, please consult the College of Education and University policy and procedures as none of the items below is intended to usurp college or University policy. For a summary of College and University procedures, including key dates and deadlines in chronological order, please consult the Provost's web page:

<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>.

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 in 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.

2. Memorandum of Intent

- A. A faculty member who wishes to be, or who is required to be, considered for promotion and/or tenure during the following academic year must submit a *Memorandum of Intent* to the Department Chair by the date identified by the Provost's timeline for that year. The Memorandum of Intent (see sample in Appendix A) must include the candidate's written signature or e-signature.
- B. In the event that a faculty member who is required to be considered for promotion and/or tenure does not sign and submit a *Memorandum of Intent* by the identified date, the Department Chair will attempt to contact the individual to inform him/her that s/he must sign and submit a *Memorandum of Intent*. In this case, the Department Chair must receive the individual's *Memorandum of Intent* by the date identified by the Provost's timeline.
- C. In the event that a candidate does not sign and submit a *Memorandum of Intent* by the date identified in the Provost's timeline, the deadline may be extended with approval of the Dean or Dean's Designee. However, the absence of a signed form does not supersede required reviews per University guidelines.

3. The Promotion and Tenure Committee

- A. The Department Chair contacts each tenured faculty member in unit not already serving on a promotion and tenure committee at the College or University level to solicit his/her participation as a faculty member to serve on the promotion and tenure committee. The Department Chair must receive written or email consent from each faculty member who elects, or is selected, to serve on a committee. In addition, the Program Director or, if unable, another tenured faculty of appropriate rank from the candidate's academic program will serve as committee chair.
- B. All members of the committee must be: a) Voting members of the College of Education faculty; b) Senior in rank to the candidate; and c) Available to serve during the Fall Semester when the committee is formed and also during the subsequent Spring Semester when the candidate's file will be in review.
- C. By the end of the Spring Semester immediately preceding the review year, the Department Chair sends a memorandum to each candidate and to all of the members of the candidate's committee. This memorandum confirms the appointment of the candidate's committee, and informs all candidates and committee members of the charge and responsibilities.
- D. In consultation with the program, the candidate will generate a list of potential external reviewers who meet the criteria outlined in the UH promotion and tenure guidelines. Separately, the program area faculty will generate a list of potential external reviewers following the same guidelines. Both lists will be submitted to the Chair who may add additional names as well. The chair will meet with the candidate to review and identify any names that may need to be omitted. The Department Chair sends requests for external letters of review to 6 to 8 scholars at peer institutions – to obtain a minimum of three – who will evaluate the candidate's academic and scholarly reputation. While the Department chair may seek candidate suggestions for external reviewers, the final selection of external reviewers shall be made by the Department Chair. The final list of external reviewers is *not* shared with candidates.

4. Review Process

- A. By the date identified in the Provost's timeline, promotion and/or tenure candidates submit a copy of their initial file to the University of Houston promotion & tenure portal. To prepare this file, consult the UH Provost website:
<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>.
- B. No later than Labor Day, the promotion and tenure committee meets to convene the initial meeting. The initial meeting does not include the promotion and/or tenure candidate. The purpose of this meeting is to: a) affirm/select a permanent Chair of the committee; b) confirm the timeline for all future committee activities and meetings; c) review College and UH Guidelines; and, d) allow for an initial discussion of the candidate's file. The permanent Chair selected during this meeting will be responsible for convening all subsequent meetings of the committee and for ensuring the timely completion of all necessary processes.
- C. No later than two weeks after Labor Day, the permanent Chair convenes a meeting of the committee. This meeting includes the candidate.

- D. The Chair and committee follow College of Education (http://www.uh.edu/education/faculty-and-staff/college-policies-procedures/coe_policies_procedures.php) and UH (<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>) guidelines. Here it is important to remember that – for all candidates – the written report should summarize the external reviewers’ comments and should clearly state the external reviewers’ names, institutional affiliations, and qualifications to review the candidate’s file. For all candidates, the written report also should include the committee’s overall recommendation concerning the award of tenure and/or promotion. In the event that a consensus among the committee is not reached, individual members may prepare separate statements.

5. Confidentiality

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

UNIVERSITY of HOUSTON

COLLEGE of EDUCATION
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APPENDIX A: Sample Memorandum of Intent

[Insert Date]

TO: Cathy Horn, Department Chair
Educational Leadership & Policy Studies

FROM: Candidate Name
XXXXX Program

RE: Notification of Intent to Pursue Promotion and/or Tenure

I wish to be considered for tenure and promotion during Fall Semester 20XX. Accordingly, I am informing the Department Chair and the College of Education of my intent by signing at the bottom of this memorandum (Signatures may be submitted electronically).

By returning this signed memorandum, please provide the current College and University documentation that details policies and procedures.

Yes, I wish to be considered for Promotion and Tenure during Fall Semester 20XX.

PRINT NAME _____ Date _____
Signature _____ Date _____

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1. Revision Log

Revision Title	Inserted Revision	Date and Recorded Vote of Faculty Approval (including vote of Chair)	COE Dean's Approval and Date	UH Provost Approval and Date
Original development of full policy	Full policy	September 14, 2017 (vote of 15-0)	8/22/18	
Updates following review from academic affairs	-Corrected typos and extraneous references -Updated web links -Updated voting logs to indicate chair, dean, and provost approvals -added required paragraph from academic affairs (para. 2, pg. 1)	October 2, 2018 (vote of 19-0)	12/21/18	2/6/19 Mark S. F. Clarke, Ph.D. Associate Provost Faculty Development & Fac. Affairs