

Stephen F. Austin State University  
College of Fine Arts

## Pre-tenure Review

Revised: November 2011 (last revised July 2009, first implemented August 1996)

Candidates for pre-tenure review should also refer to the following documents which parallel this policy-Tenure (E-50A) <http://www.sfasu.edu/policies/tenure.asp> and Timetables and Action Protocols [http://www.finearts.sfasu.edu/media/pdf/timetables-action\\_protocols.pdf](http://www.finearts.sfasu.edu/media/pdf/timetables-action_protocols.pdf)

### Philosophy:

Faculty review is one of the most important and defining events within the academy. For the School, review provides opportunities for colleagues to express their level of confidence in the candidate toward tenure. For the University, review marks the moment in which institutional values of the discipline and long-term goals are expressed in a focused and meaningful manner. For the candidate, review provides academic and philosophical feedback and an explicit message from colleagues related to performance.

Full-time tenure-track faculty appointments should be characterized by an organized and constructive professional evolution. An important part of this evolution in the College of Fine Arts is the pre-tenure review. These reviews systematically assess candidates' strengths, contributions, and progress toward tenure. The reviews may also identify issues of concern that might militate against a successful future at SFA.

The standard probationary period for tenure is six years. Depending upon circumstances, year(s) toward tenure may be granted by the university at the time of appointment.

### Procedures:

- 1) During the first year of employment, the dean will meet in an orientation session with new faculty members and present expectations, procedures, and timetables for tenure and pre-tenure review.
- 2) During the semester preceding the pre-tenure review the **candidate** will initiate a meeting with the director and the dean. The purpose of the meeting is to discuss the review process and the development of a prototype for the application portfolio. The portfolio will eventually evolve into the application portfolio for tenure and for promotion. The dean will review each candidate's portfolio in detail and meet with each candidate to present suggestions for refinement.
- 3) By September 1 of the pre-tenure review year, the candidate will submit the portfolio to the director. Among other materials, the portfolio should contain: a table of contents, a curriculum vitae, evidence of research, creative, or scholarly work, evidence of relevant university and community service, all teaching evaluations (or summary data from online evaluations) for the candidate during his/her time at SFA, all annual faculty activity reports, all administrative evaluations, and any other materials deemed appropriate or required by the academic unit. Portfolio materials should be judiciously condensed until they fit into (the equivalent of) one three-ring binder.

- 4) The director will form a committee consisting of all tenured faculty members of the candidate's School. The director will make the portfolio available to all committee members. These individuals will compare the candidate's materials with "Standards for Excellence in Teaching and Learning; Research, Scholarship, and Creative Work; and Service for Use in Decisions Regarding Merit, Tenure and Promotion" as defined respectively by the Schools of Art, Music, or Theatre. These standards are part of the Strategic Plan and may be downloaded from each respective School's website. The director will solicit written responses from these tenured faculty members, including a mandatory vote of confidence (or no confidence) for the candidate. The director will then prepare a pre-tenure review based upon his/her observations and the tenured colleague reviews.
- 5) The director will provide the candidate with the Pre-tenure Review, and a summary of the tenured colleagues' reviews. The candidate may respond to the School reviews in writing.
- 6) The director will submit these reviews and the candidate's portfolio (along with any response by the candidate) to the college dean.
- 7) The dean will examine all materials and formulate his/her own assessment.
- 8) The dean and the director will meet with the candidate. This stage of the pre-tenure review will have one of two possible outcomes. 1) For candidates making satisfactory progress, the director and dean will outline the candidate's strengths and weaknesses and provide suggestions for progressing toward the tenure application. 2) In those cases in which it is obvious that the candidate has no chance of ultimately receiving tenure, the director or dean may recommend that a terminal contract be issued. The candidate may respond in writing.
- 9) Following the director and dean's meeting with the candidate, the reviews of the tenured faculty, the School director, and the dean (along with any responses by the candidate) will be forwarded to the provost. A copy of the dean's pre-tenure review shall be placed in the candidate's permanent file.