

Guidelines for Tenure & Promotion

Additionally, the faculty member may want to request to see the portfolio of someone who has recently matriculated through the process.

The structured evaluation and feedback process in the College of Fine Arts and Communication at Lamar University aims to enhance the educational experience for students. Through detailed assessments, syllabi reviews, and peer evaluations, the program fosters effective teaching practices and continuous improvement. This focus on continuous improvement directly benefits students, providing them with high-quality education and fostering an engaging, supportive learning environment. As faculty members develop through this process, they are better equipped to inspire and educate, contributing to the success of both them and their students.

- “Teaching Proficiency & Effectiveness – Tenure & Promotion Observation Form” used by all Chairs in COFAC (not CTLE or external reviewer)
 - The Chair is required to attend class from the start time to the end time.
 - The average score of the Chair observation(s) at the end of 5 years should be at least 4.0 to meet minimum requirements for tenure and promotion with evidence of improvement over time.
 - Must be completed in the fall or spring semester and no later than April 30th
 - If Chair is Associate Professor, a Professor in the department (or in the college, if no Professor is available in the department) will complete the observation(s) in lieu of the Chair.
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- CTLE observation, syllabus review, and review of a single course chosen by the Associate Professor on Blackboard (or current Learning Management System) not reviewed previously unless all courses have been reviewed.
 - Schedule with CTLE within 1st three weeks of the semester
 - Must complete the observation and syllabus review by November 30th
 - External Reviewer for Year 5 deadline: October 1st in Fall of Year 4. Associate Professor must notify their Chair and Dean via email that they will be submitting their Dossier for promotion to Professor in the following/next fall semester. RESEARCH, PUBLICATION, SCHOLARSHIP, AND/OR CREATIVE ACTIVITIES

Note: Years 1 –

***Teaching Proficiency and Effectiveness - Tenure and Promotion Observation
Form***

Teaching Average Score: _____

Learning Average Score: _____

T&L Average Score: _____

1 = Very Poor; Needs serious substantial improvement

2 = Poor; Needs substantial improvement

RESEARCH, PUBLICATION, SCHOLARSHIP, AND/OR CREATIVE ACTIVITIES

The following notes apply to all faculty members and departments in the College of Fine Arts & Communication.

- 1.

PROFESSIONAL SERVICE TO THE DISCIPLINE, UNIVERSITY, COMMUNITY
College of Fine Arts & Communication
Tenure & Promotion from Assistant Professor to Associate Professor

Service is broadly construed as the commitment to providing support to the University community, the broader society, and a faculty member's selected academic field, extending beyond the confines of their official teaching and/or research roles.

Satisfying the minimum performance criteria outlined for tenure or promotion does not assure tenure or promotion. The candidate's contributions to not only the department's mission, but also the College of Fine Arts & Communication's (COFAC) mission weigh heavily. Tenure and promotion to Associate Professor necessitates increased service and collaboration skills, demonstrating the ability to amalgamate differing experiences and awarenesses present within a committee. Individuals at all levels must fulfill their responsibilities collegially and professionally towards students, staff, faculty, and the public. Professional Service is limited to service that is unpaid.

Service score of 3.5 on all F2.08s since their last promotion. For stronger consideration, applicants must maintain a score of 4.0 (with no score below 3.0) since their last promotion.

Participation in College and University affairs

PROFESSIONAL SERVICE TO THE DISCIPLINE, UNIVERSITY, COMMUNITY
College of Fine Arts & Communication
Promotion from Associate Professor to Professor

Service is broadly construed as the commitment to providing support to the University community, the broader society, and a faculty member's selected academic field, extending beyond the confines of their official teaching and/or research roles.

Satisfying the minimum performance criteria outlined for tenure or promotion does not assure

Participation in College and University affairs

Service listed in the categories below, which originated from the F2.08, should be identified in the categories as Departmental Service, COFAC Service, University Service.