**LAMAR UNIVERSITY**

**MANUAL OF ACADEMIC POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**

**AREA: Faculty Tenure & Promotion**

**Promotion to Professor - External Reviewers MAPP xx.xx.xx**

1. POLICY

1. Lamar University (LU) requires that for promotion to the rank of Professor, external review letters shall be sought to provide evidence of the faculty candidate’s professional achievements in research, scholarly, or creative activities in the candidate’s area of expertise. These letters shall be included in the candidate’s dossier and will be considered by reviewers at all levels of the review process for promotion to Professor.
2. PURPOSE AND SCOPE

1. This policy falls under the authority of the LU Faculty Handbook, including but not limited to Chapter II, Section 12.1.3, which states that for “promotion to the rank of Professor the criteria include: at least three years as a full-time Associate Professor at Lamar University; superior teaching achievement; recognized scholarly/creative production, research, or professional achievement; substantial contribution to the College and University affairs; and demonstrated performance as a leader.“
2. This policy also falls under the authority of the Texas State University System’s (TSUS) Rules and Regulations, including but not limited to Chapter V, Paragraph 4, “Faculty,” as well as applicable State of Texas laws and statutes regarding faculty employment, promotion, and tenure.
3. Anyone applying for promotion to Professor should be able to obtain external review letters regarding their research, scholarship, or creative activities. Although not required at the time of this policy’s approval, it is highly recommended that candidates seeking promotion to Associate Professor also be able to obtain external review letters.

1. GENERAL GUIDELINES

1. External reviewers must have expertise in the specific domains of research, scholarship, or creative activities in which faculty candidates have focused their work. External reviewers ***must*** have a demonstrated record of research, scholarly, or creative accomplishments in those areas in which the faculty candidate seeks to have an impact.
2. External reviewers’ letters must address the faculty candidate’s ***research, scholarship, or creative activities***. Letters should not address teaching or service (unless the service is national or regional and the letter writer is familiar with that service). Above all else, reviewers’ letters must address the candidate’s accomplishments in research, scholarship, or creative activities.
3. It is essential that proposed reviewers be unbiased and capable of making an objective assessment of the faculty candidate’s research, scholarship, or creative activities. An obvious disqualification would be anyone with whom the candidate has a personal relationship.
4. Each faculty candidate must have a minimum of three external reviewers, each of whom will provide a letter assessing the candidate’s work.
5. External review letters will be kept private from the faculty candidate.
6. PROCEDURES
7. After a faculty candidate informs the department chair of the intention to apply for promotion to Professor, the process begins for requesting external review letters from individuals with expertise in the research, scholarship, or creative activities in which the candidate has focused. The department chair is in charge of this process.
8. To assemble a list of qualified external reviewers, the faculty candidate submits three names of potential reviewers and the department chair submits three or four names. The Dean of the candidate’s College then selects at least one reviewer from each list provided. Final choices are made by the Dean.
9. Once the list of potential reviewers has been assembled, the department chair sends a signed, printed letter on department letterhead to each reviewer requesting his or her participation. (**Note.** To expedite the process, the chair is strongly encouraged to contact potential reviewers, by phone or email, before sending the letter to determine if a reviewer is willing to participate.)
10. If a reviewer refuses the request, the Dean selects another name from the original list of reviewers, and the chair contacts and/or sends a letter to this reviewer. The Dean and chair repeat this process until at least three reviewers have accepted. If enough reviewers from the original list refuse so that three reviewers cannot be found, the faculty candidate, chair, and Dean repeat the process of assembling a list of potential reviewers (see B. above).
11. After an external reviewer accepts the request, the department chair supplies the reviewer with the electronic promotion file (dossier) of the faculty candidate, including the curriculum vitae.
12. The faculty candidate should provide to the external reviewer copies of his or her research, scholarship, or creative activities (funded grant proposals; published books, articles, book chapters; creative works or representations of creative works). The candidate should provide enough material so that the reviewer can make an informed assessment of the candidate’s work.
13. The faculty candidate’s chair will provide copies of the research, scholarship, or creative activities to each reviewer. The candidate can provide print materials to be sent by the chair and/or the candidate can load materials to the electronic promotion file (dossier). If sending print copies, the chair and candidate should keep a written record of the materials sent. (**Note.** Candidates are encouraged to provide electronic copies of their materials, when possible.)
14. In their letters, external reviewers should talk about the degree of importance of the faculty candidate’s research, scholarship, or creative activities and the impact the work has had on the field.
15. The electronic and hardcopy letters returned by the reviewers are included with the faculty candidate’s promotion file to be reviewed by the department, College and University promotion committee. At no time are the letters shared with the candidate.
16. REVIEW AND RESPONSIBILITY

Responsible Party: Provost & Vice President for Academic Affairs

Review Schedule: Every three years on or before September 1

1. APPROVAL

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| Provost & Vice President for Academic Affairs | Date |
| President | Date |

REVISION LOG

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| --- | --- | --- |
| **Revision** **Number** | **Date** | **Description of Changes** |
| 1 | 07/23/2021 | Version created |
|  |  | Approved by Provost’s Committee on MAPPs |
|  |  | Approved by Faculty Senate |
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|  |  | Approved by LU President |