ST. MARY'S UNIVERSITY TENURE AND/OR PROMOTION

APPLICATION INSTRUCTIONS

Approved by Academic Council: June 4, 2025

These instructions govern all tenure and/or promotion applications for non-tenure-line and tenure-line faculty at St. Mary's. See Faculty Handbook (FH) 3.9.3 for a description of the tenure and promotion process for tenure-line faculty and FH 3.10 for a description of the promotion process for non-tenure-line faculty.

Applicants must follow these instructions and use the template to prepare a tenure and/or promotion application. In addition to the guidance provided in these instructions, applicants are strongly encouraged to review the following FH sections:

All Faculty
> Criteria for Faculty Evaluation, FH 3.8.1

CAHSS, GSB, SET Faculty
> Eligibility and Standards for Promotion-Non-Law Faculty Members, FH 3.9.1.1
> Tenure Standards for Non-Law Faculty, FH 3.9.2.2.2
> Evaluation Procedures for Non-Law Faculty, FH 3.9.3.1
> Promotion of Non-Tenure-Line Faculty (Non-Law), FH 3.10.1

Law Faculty
> Eligibility and Standards for Promotion (Tenure-Line), FH 3.9.1.2
> Tenure Standards for School of Law Faculty, FH 3.9.2.2.3
> Evaluation Procedures for School of Law Faculty, FH 3.9.3.2
> Promotion of Non-Tenure-Line Faculty, FH 3.10.2

All applicants for tenure and/or promotion must demonstrate, by virtue of the evidence submitted, that they meet the standards for tenure and/or promotion.

Contribution to Mission: Support of St. Mary's mission should be evident in a faculty member's teaching, advising/mentoring, scholarship, and service records. Thus, applicants should incorporate into each of the four narratives how their teaching, advising/mentoring, scholarship and service records contribute to the University's mission. See: https://www.stmarytx.edu/about/mission-vision/

Faculty are to upload a complete application following Provost's Office instructions. A complete application is composed of 4 parts:

1. Application Cover Page and Written Responses to Sections I-A, B, C; II-A; III-A, B, C; IV-A, B (Single PDF document)
2. Key Appointment, Evaluation and Review Materials, see Section V below (1 folder)
3. Required Documentation Folder, see Section VI below (1 folder, 4 subfolders)
4. Supplemental Material Folder, see Section VII below (1 folder, 4 subfolders)

DESCRIPTION OF WRITTEN RESPONSES AND REQUIRED/OPTIONAL DOCUMENTATION

SECTION I. TEACHING

Relevant FH sections:

3.8.1.1: Teaching, including section on Evidence of Teaching Excellence
3.8.2.1: Evaluation of Teaching by Students
3.8.2.3: Peer Evaluation of Instruction for Tenure-Line and Non-Tenure-Line Faculty

A. **Table summarizing courses taught and student evaluation scores:**
   a. **CAHSS, SET and GSB Faculty**: Create a table that reports by semester each course taught at St. Mary's, including course number, course title, total enrollment, student evaluation response rate, faculty score on the "overall performance" question, and the mean/median result for the "overall performance" question. Include courses taught since the most recent appointment resulting in a change in faculty rank. In other words, if applying for promotion to Professor, include all courses since appointed Associate Professor. If applying for promotion to Principal Lecturer, include all courses since appointed Senior Lecturer. Summer, Maymester and Wintermester courses may be included, but are not required (FH 3.4.3). Note in the summary table when student course evaluations were not provided because of law enrollment numbers or a low response rate.
   b. **Law Faculty:** Create a table that reports by semester each course taught at St. Mary's University, including course number, course title, total enrollment, student evaluation response rate, and an overall mean for all questions per course. Also include a few sentences discussing the mean and median results.

B. **Narrative:** In no more than 500 words, describe how your teaching record meets the criteria for tenure and/or promotion as detailed in the relevant sections of the Faculty Handbook provided above. Explain how your work in the area of teaching is informed by and contributes to the mission and vision of the University.

C. **Required Documentation Folder (Include in Section VI)**
   1. **Student course evaluations**. For non-Law faculty members, include student evaluations reports for all courses taught since the most recent appointment resulting in a change in faculty rank. For Law faculty members, include student evaluation reports for all courses taught between the initial appointment and time of application to Professor. Include a note in the record when student evaluations were not provided for a course because of low enrollment numbers or low response rates.
   2. **Summative peer evaluation reports**. For the Law faculty members, include formative and summative peer evaluations.
   3. **Course syllabi** (Law faculty include all courses; non-Law faculty include a sample)
   4. **Departmental or school specific** required evidence of excellence in teaching

D. **Supplemental Material (Optional) (Include in Section VII)**
- Example student comments
- Sample of innovative teaching materials
- Evidence of workshops or programs attended to enhance teaching methods
- Other evidence of excellence in teaching

SECTION II. ADVISING/MENTORING

Relevant FH sections: 3.6.2 and 3.8.1.2 (criteria and examples of evidence)

A. **Narrative:** In no more than 500 words, describe how your advising and/or mentoring record meets criteria for tenure and/or promotion as detailed in the relevant sections of the Faculty Handbook noted above. Also consider how your school, department, and/or program defines advising and mentorship. Explain how your work in the area of advising and mentoring is informed by and contributes to the mission and vision of the University.

B. **Required Documentation Folder (Include in Section VI):** Provide supporting data for the time period since the most recent appointment resulting in a change in faculty rank.
- Average number of student mentees by semester (or explanation of why no mentees are assigned)
- Average number of advisees by semester (or explanation of why no advisees are assigned)
- Estimate of student academic or professional counseling hours by semester (Law Faculty Only)
- Rattler Rising Student Satisfaction scores by semester
- Evidence of success in mentoring and advising, e.g., student acceptance into professional programs or graduate programs, employment outcomes, notes of endorsement from current or former students

C. **Supplemental Material (Optional) (Include in Section VII)**
- Independent studies or other examples of mentorship
- Feedback from students about mentoring/advising
- Other evidence demonstrating success mentoring and/or advising students

SECTION III. SCHOLARSHIP (If part of formal workload. Scholarship is not required for Lecturers, Professors of Practice, Clinical Professors, and other Non-Tenure-Line Faculty.)

Relevant FH sections:

3.6.3: Scholarship
3.8.1.4: Scholarship

3.8.1.4.1: Types of Scholarship (including examples of each type of scholarship)
3.8.1.4.2: Assessment of Scholarship
3.8.1.5: School, Library, Department, and Program Interpretive Evaluation Criteria

A. **School, Department, and/or Program Requirements for Scholarship:** Provide hyperlinks to the relevant school, department, and/or program requirements on scholarship for tenure and/or promotion. (See Provost's Office Gateway page for hyperlinks.)

B. **Narrative:** In no more than 500 words, describe how your scholarship record meets criteria for tenure and/or promotion as detailed in the relevant sections of the Faculty Handbook provided above as well as School, departmental, and/or program standards of scholarship. Include scholarship prior to your StMU appointment only if documented in your original appointment letter.

   For works of scholarship that do not fit the examples in FH 3.8.1.4, use the criteria for evaluating scholarship found in 3.8.1.4.2 to explain how the work aligns with the criteria for scholarship. For all applicants, explain how your scholarship is informed by and contributes to the mission and vision of the University. Note: the narrative should synthetize your scholarly activities and not merely list or catalog scholarly activities.

   For Law faculty members, also describe your reviewers' assessment of your scholarship.

C. **List of Scholarship:** In this subsection, classify your works of scholarship into one or more of the five categories as described in 3.8.1.4.1. Refer to the school, department, and/or program documentation for the requirements on the quantity, formats, and standards of the scholarship items under these categories. For non-Law faculty members, list all scholarship, both completed and in-progress, since the most recent appointment resulting in a change in faculty rank. *For Law faculty members, list all scholarship, both completed and in-progress, between initial appointment and time of application to Professor.*

   - Scholarship of Teaching
   - Scholarship of Discovery
   - Scholarship of Integration
   - Scholarship of Application
   - Scholarship of Engagement

D. **Required Documentation Folder (Include in Section VI)**
   - PDF copies or links to the scholarship listed above (articles, books, book chapters, or other scholarly content).
   - Law Faculty: Include all outside peer evaluations (minimum of two) (Section 3.9.3.2.3)

E. **Supplemental Material (Optional) (Include in Section VII)**
   - Other evidence to support a record of scholarship, including scholarship prior to St. Mary's (only if credited in initial appointment letter).

SECTION IV. SERVICE

Relevant FH sections: 3.6.4, 3.8.1.3

A. **Narrative:** In no more than 500 words, describe how your contribution to service meets criteria for tenure and/or promotion as described in 3.8.1.3. Explain how your service work is informed by and contributes to the mission and vision of the University.

B. **List of Service Activities,** including length or term of service, any special role or contribution. See 3.8.1.3 for examples and evidence of effective service. Group according to

- Service to the University (department/program, School, University)
- Service to the Civic or Professional Community (limit to service to the community or profession that contributes to the overall mission of the University, School or department/program.)

C. **Required Documentation Folder (Include in Section VI)**
- Awards or acknowledgments
- Other supporting evidence
- Coverage or communication regarding your service activities

D**. Supplemental Material (Optional) (Include in Section VII)**

SECTION V. KEY APPOINTMENT, EVALUATION AND REVIEW MATERIALS FOLDER (REQUIRED)

(1 folder, individual PDFs)

1. Appointment letter with salary redacted (initial appointment letter for Law faculty members, appointment letter to current rank for non-Law faculty members)
2. Contracts (if relevant) specifying administrative or other appointments that modified workload, with salary redacted
3. MOUs (if relevant) specifying Modifications in Evaluation Criteria (see FH 3.8.1)
4. Curriculum Vitae
5. Pre-tenure or Pre-promotion Peer Evaluation of Teaching Reports (if applicable)
6. Annual Faculty Activity Reports since the most recent appointment resulting in a change in faculty rank
7. Annual faculty reviews since last appointment at St. Mary's (for law faculty, include all reviews)

Note: If applicable, the DRC Report, Applicant's response to DRC Report; SRC Report; Applicant's response to SRC Report; and Dean's evaluation will be uploaded separately to this folder.

SECTION VI: REQUIRED DOCUMENTATION FOLDER (CONTENTS WILL VARY BY APPLICANT)

(1 PDF document, 4 subfolders)

1. Table of Contents – 1 PDF
2. Required Documents – Teaching (Subfolder)
3. Required Documents – Advising/Mentoring (Subfolder)
4. Required Documents – Scholarship (Subfolder)
5. Required Documents – Service (Subfolder)

SECTION VII. SUPPLEMENTAL MATERIAL FOLDER (OPTIONAL) (CONTENTS WILL VARY BY APPLICANT)

(1 PDF document, 4 subfolders)

1. Table of Contents – 1 PDF
2. Supplemental – Teaching (Subfolder)
3. Supplemental – Advising/Mentoring (Subfolder)
4. Supplemental – Scholarship (Subfolder)
5. Supplemental - Service (Subfolder)