Approved by Department of Speech & Hearing Sciences, October 19, 2026
Approved by Office of the Provost, October 26, 2026

College of Nursing & Health Professions
LAMAR UNIVERSITY
Speech & Hearing Sciences

Guidelines for Tenure & Promotion

2026 ADMINISTRATIVE UPDATE

Adapted from the Department of Speech & Hearing Sciences Tenure and Promotion Guidelines approved July 3, 2024. Revised August 2026 to reflect the Department's transition to the College of Nursing and Health Professions and alignment with current Lamar University policies. Proposed revisions are subject to departmental and Office of the Provost approval.

This is an administrative update of the Guidelines for Tenure & Promotion approved on July 3, 2024. The departmental tenure and promotion standards are not being replaced or newly created. Updates reflect the Department's move to the College of Nursing and Health Professions, current Lamar University terminology and policies, and the current SPHS mission. These updates were reviewed and approved by the Faculty Assembly during its September 2026 meeting.

IMPORTANT: Changes to department- or college-level tenure and promotion performance standards require the applicable faculty review/approval process and Office of the Provost approval before becoming controlling standards.

Guidelines for Tenure & Promotion

In adherence to Lamar University's Academic Affairs policies on tenure and promotion, the Department of Speech & Hearing Sciences outlines discipline-specific standards, criteria, and processes within this document. The departmental guidelines identify expectations in the areas of teaching and instructional activities; research, publication, scholarship, and/or creative activities; and professional service to the discipline, university, and/or community. Faculty members are expected to demonstrate sustained, high-quality performance in these areas while maintaining professionalism and supporting the missions of the Department of Speech & Hearing Sciences, the College of Nursing and Health Professions, and Lamar University.

Departmental Mission Statement

The Department of Speech and Hearing Sciences at Lamar University prepares compassionate, practice-ready leaders in audiology, speech-language pathology, and related communication sciences through excellence in education, clinical learning, research, and community engagement. We foster student success, evidence-informed and culturally responsive practice, interprofessional collaboration, and research with relevance while advancing communication health, access, and quality of life for individuals and communities in Texas and beyond.

College Mission / Context

The College of Nursing and Health Professions at Lamar University prepares future healthcare leaders through excellence in education, research, and community engagement. We are dedicated to fostering student success, advancing health equity, and improving the quality of life for the individuals and communities we serve.

University Mission Statement

Lamar University strives to educate leaders, demonstrate excellence in student learning and career readiness, and pursue research with relevance.

Governing policies: MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty), MAPP 02.02.31 (Promotion to Professor – External Reviewers), applicable F2.08/F2.11/F2.12 procedures, and Texas State University System Rules and Regulations.

Teaching and Faculty Development Process

During the first year, faculty members shall complete a CITL observation and syllabus review in accordance with current CITL procedures and departmental timelines. During the spring semester, faculty members undergo at least one observation conducted by the Department Chair. The observation and feedback process supports professional development, accountability, and evidence of teaching effectiveness and improvement over time.

Teaching observations may be conducted in person or through an appropriate review of online instruction, consistent with the faculty member's assigned teaching modality. Student end-of-course evaluations and other appropriate evidence of teaching effectiveness may be considered as complementary evidence.

For second- and fourth-year probationary reviews, the Department will follow the current university-wide review process in MAPP 02.02.27. Current university policy provides for Department Personnel Committee review in the second and fourth years, with College Personnel Committee participation as specified by MAPP 02.02.27.

Current university timeline for Second- and Fourth-Year Review (verify annually against the current MAPP):

- By February 1 – dossier due to the chair of the Department Personnel Committee.
- By March 1 – Department Personnel Committee review due to Department Chair.
- By March 15 – Department Chair review due to College Dean.
- By March 15 (Fourth-Year only) – Dean forwards review to College Personnel Committee.
- By April 1 (Fourth-Year only) – College Personnel Committee review due to Dean.
- By April 15 – College Dean completes and returns review to Department Chair.
- By May 1 – Department Chair meets with faculty member to discuss the review.

In the third year, faculty repeat the CITL observation and syllabus review for a different course and receive a spring Chair observation, using an observation approach appropriate to the assigned teaching modality. In the fifth year, faculty prepare tenure and promotion materials for submission in the sixth year, subject to current university deadlines.

TEACHING – Assistant Professor to Associate Professor

- Year 1: Fall CITL observation and syllabus review; spring Chair observation (minimum one).
- Year 2: Second-Year Review – follow current Lamar University MAPP 02.02.27/F2.12 procedures.
- Year 3: Fall CITL observation and syllabus review for a different course; spring Chair observation (minimum one).
- Year 4: Fourth-Year Review – follow current Lamar University MAPP 02.02.27/F2.12 procedures.
- Year 5: Preparation of materials to submit in fall of Year 6.

Departmental teaching observation expectations retained from the 2024 SPHS criteria: an average score of 3.5 or higher on Chair and Committee observations at the end of five years is the departmental benchmark for satisfactory teaching performance, together with evidence of improvement over time.

Annual Review Areas of Assessment – Teaching (F2.08)

1. Faculty member's knowledge of his/her teaching field and ability to articulate this knowledge.
2. Significant contributions to the development of courses, curricula, and other teaching activities.
3. Student evaluations, peer evaluations, or other external review of teaching.
4. Other appropriate evidence, including documented course improvement/development; assessment and learning-improvement activities; teaching-related professional development; direction of student research/scholarship; effective advising and mentoring; teaching new courses or at non-standard times; and teaching portfolios/peer evaluation.

TEACHING – Promotion from Associate Professor to Professor

- Year 1: Chair observation(s).
- Year 2: No observation.
- Year 3: Chair observation(s), same process as Year 1.
- Year 4: CITL observation and syllabus review for a course not previously reviewed, unless all courses have been reviewed.
- Promotion cycle: Follow current MAPP 02.02.31 external-reviewer deadlines and procedures.

Departmental teaching expectation retained from the 2024 SPHS criteria: an average score of 4.0 or higher on Chair observation(s) at the end of five years is the departmental benchmark for satisfactory teaching performance, together with evidence of improvement over time. If the Chair is an Associate Professor, a professor in the department, or if necessary, in the college, completes the observation(s) in lieu of the Chair.

UPDATED EXTERNAL REVIEWER TIMELINE: The 2024 SPHS document states an October 1 deadline. Current MAPP 02.02.31 instead requires the candidate to inform the Department Chair by April 1 of the intention to apply in the upcoming academic year; the candidate, Department Personnel Committee, and Chair independently submit five potential reviewers to the Dean by April 15; and the Dean identifies primary and backup evaluators by April 30.

Teaching Proficiency and Effectiveness – Observation Form

Scale: 1 = Very Poor; 2 = Poor; 3 = Moderate; 4 = Good; 5 = Excellent; N/A = Not Applicable

Develops an Engaging Learning Space

Criterion	1	2	3	4	5	N/A	Comments
Begins with appropriate introduction							
Connects content to prior/future learning							
Presents content in appropriate sequence							
Provides explanation for application of content							

Communicates Effectively

Criterion	1	2	3	4	5	N/A	Comments
Avoids reading directly from notes/PowerPoint							
Avoids too much information on slides							
Appropriate pace							
Uses students' names and makes eye contact							
Explains content/tasks clearly							
Stresses important points							
Answers questions well							
Produces clear materials							

Creates a Supportive Environment

Criterion	1	2	3	4	5	N/A	Comments
Returns tests/assignments appropriately							
Appropriate use of time							
Acknowledges student comments/questions							
Avoids sarcasm and negative/off-topic criticism							
Establishes a climate of courtesy							
Encourages reluctant students							
Establishes and maintains positive rapport							

Fosters Student Engagement

Criterion	1	2	3	4	5	N/A	Comments
Interacts with student groups/individuals appropriately							
Solicits student participation							
Provides time for response							

Delivers Feedback

Criterion	1	2	3	4	5	N/A	Comments
Communicates learning expectations							
Reinforces correct responses/performances							
Provides corrective feedback or clarification							

Motivates Students

Criterion	1	2	3	4	5	N/A	Comments
Relates content to interests/experiences							
Emphasizes value/importance of activity/content							

RESEARCH, PUBLICATION, SCHOLARSHIP, AND/OR CREATIVE ACTIVITIES

6. Lamar University designation: scholarly work counted toward departmental minimums should identify Lamar University as the faculty member's institution when the faculty member is representing Lamar University.
7. Work completed during approved time-toward-tenure prior to joining Lamar University may be considered consistent with the faculty member's appointment and current university policy.
8. Ongoing annual continuity: annual reviews should demonstrate an ongoing or continual record of research, scholarship, and/or creative activity.
9. External review for promotion to Professor must follow current MAPP 02.02.31.

Criteria for Appointment and Promotion on Tenure-Track

Department of Speech & Hearing Sciences, College of Nursing and Health Professions, Lamar University

Category	Assistant Professor → Associate Professor	Associate Professor → Professor
Minimum Standards	3 peer-reviewed publications over the 6-year review period; at least one should name the candidate as first or second author. Evidence of the 3 publications plus at least one contribution in a minimum of three of the other five categories.	4 additional peer-reviewed publications since the last promotion; at least one should name the candidate as first or second author. Candidate should have at least 7 publications since beginning the tenure track as Assistant Professor. Evidence of the 4 publications plus at least one contribution in a minimum of three of the other five categories.
1. Writing, Publishing, Creative Activities	Writes for reputed professional/trade publications; local publication/editorials; or 2+ peer-reviewed publications beyond the minimum (total 5).	State/local writing award; technical report of regional/state scope; alternative peer-reviewed dissemination; or 2+ peer-reviewed publications beyond the minimum (6 additional total under the 2024 table language).
2. Editorial Activities	Occasional journal reviewing; editorial board of regional/state journal.	Editorial board of professional journal; edits regional/state journal or professional newsletter; grant review board; frequent journal reviewing.
3. Professional Presentations	Professional paper locally/regionally (non-refereed); dissemination to local/community stakeholders.	Refereed regional/state paper; keynote at regional/state conference; invited regional/state speaker.
4. Grants or Contracts	Receives or maintains grant/contract under $5,000.	Receives or maintains moderate grant/contract (~$5,000–$50,000), or external grant submitted but not funded.
5. Mentoring	Feedback on research design/methodology for faculty projects; attends research seminars and contributes to departmental research processes.	Substantive mentoring; data-analysis support; collaborative presentations; supervision of student publications/presentations.

**Peer-reviewed publications include peer-reviewed journal articles or edited books/chapters.*

PROFESSIONAL SERVICE TO THE DISCIPLINE, UNIVERSITY, COMMUNITY

College of Nursing and Health Professions

Tenure & Promotion from Assistant Professor to Associate Professor

Service is broadly construed as commitment to the University community, broader society, and the faculty member's academic field beyond official teaching and/or research roles.

Satisfying minimum performance criteria does not assure tenure or promotion. The candidate's contributions to the department's mission, the College of Nursing and Health Professions' mission, and Lamar University are relevant. Tenure and promotion to Associate Professor require increasing service and collaboration, with collegial and professional fulfillment of responsibilities.

Retained SPHS departmental service benchmark: average Service score of 3.5 on applicable F2.08s since the last promotion; for stronger consideration, 4.0 with no score below 3.0.

Professional Achievement

- Recognition for achievement in the discipline.
- Professional service as an officer, committee chair/member, editor, reviewer, or comparable disciplinary service, with documentation of accomplishments.
- Community service/consultation in the area of professional competence.
- Other relevant professional achievement.

Participation in College and University Affairs

Service should be identified as Departmental Service, CoNHP Service, and University Service.

- Effective contributions on departmental, college, and university councils/committees that meet regularly, including Faculty Senate.
- Documented results of service as chair of department, college, or university committees/councils.
- Fundraising service.
- Active role in recruiting and retention activities/events.
- High-quality academic advising at recruitment/orientation events.
- Sponsorship of academic organizations.
- Assisting with administrative duties of the department or college.
- Other.

Promotion from Associate Professor to Professor

The same broad definition of service applies. Promotion to Professor requires increased service, collaboration, and leadership. The candidate's contributions to the Department, College of Nursing and Health Professions, University, profession, and community should demonstrate sustained engagement and leadership.

Retained SPHS departmental service benchmark: average Service score of 3.5 on applicable F2.08s since the last promotion; for stronger consideration, 4.0 with no score below 3.0.

- Recognition for achievement in discipline.
- Professional/disciplinary service and leadership.
- Community service/consultation.
- Effective departmental, CoNHP, and university committee/council service.
- Fundraising, recruitment, retention, advising, student organization sponsorship, and administrative service.
- Demonstrated leadership, such as mentoring new faculty.
- Other.