

# **COLLEGE OF LIBERAL ARTS PROMOTION AND TENURE PROCEDURES**

Passed by HSSE Senate, March 16, 1976

(Amended, February 15, 1977; January 17, 1978; September 18, 1984; April 16, 1985; April 17, 1990; February 17, 1998; February 17, 2004; August 7, 2006; September 23, 2008; October 19, 2010, February 27, 2012)

The initial section of this document is based upon the University Promotion Policy dated August 15, 2014. In order to apply this memorandum specifically to our college, some modifications have been made in the University policy.

## PROCEDURES

Before or during the first semester of each academic year, the head of each school, division, or department shall convene the primary committee, which is to consist of all tenured full professors and all tenured associate professors in the respective administrative unit. Tenured associate professors discuss and vote upon promotion up to and including the associate professor level. The department head shall act as chair of the primary committee.

At least five tenured full professors are necessary for voting on cases of promotion to full and associate professors. When this minimum number is not available in the candidate's department, additional tenured full professors shall be appointed by the chair of the area committee (usually the dean) to which the primary committee reports, following consultation with the appropriate department head. Clinical/professional faculty at the professor level will vote on all clinical/professional faculty being considered for promotion. Clinical/professional associate professors discuss and vote upon promotion up to and including the clinical/professional associate professor level.

Faculty members who are in their penultimate probationary year shall be automatically nominated for promotion and voted on by the primary committee, unless they specifically request otherwise in writing at any step in the process. Faculty who have been in rank less than six years also may be nominated for promotion by any member of the primary committee. Those whose nominations are seconded shall be voted on by the committee. Faculty with tenure who are not nominated by a member of the primary committee but, nevertheless, consider themselves ready for promotion may nominate themselves and have their cases for promotion considered by the primary committee, if they have not been considered for promotion during the last three years. Review of candidates in the final year of their probationary period requires prior approval by the Provost.

A Nomination for Promotion form – President's Office Form 36 (hereafter referred to as Form 36) must be submitted for ALL faculty members in their penultimate year, regardless of the vote at the Primary and/or Area Committee levels. A Form 36 also should be submitted for penultimate year faculty members who choose not to be reviewed. A Form 36 also should be submitted for all faculty members who are nominated for tenure and receive a majority

affirmative Primary Committee vote regardless of their year in rank. A Form 36 also should be submitted for all faculty who are nominated for promotion to full professor and receive a majority affirmative Area Committee vote.

Supporting documents are not required with Form 36 if the penultimate year faculty member chooses not to be considered for promotion. Supporting documents also are not required for faculty members who fail to receive a positive majority vote for promotion to Full Professor, but Form 36 should be submitted in both of these cases.

These broad guidelines for the operation of the College of Liberal Arts primary committees (above) are herewith supplemented by the following additional procedures:

A. Primary Committees: Promotion

1. To permit candidates and potential candidates to exercise their rights in a convenient fashion, it is suggested that each chair of a primary committee should, during the first month of each fall semester, publish a timetable setting forth the dates of the primary committee meetings and suitable deadlines for faculty members to update their files and to receive and react to the appropriate parts of a Nomination for Promotion.
2. The first meeting of all primary committees each year shall be held no later than October 1, but in no case should a vote concerning promotion be taken before the commencement of the fall semester. The main purpose of this meeting shall be to nominate department faculty members for promotion. All persons of less than full professorial rank shall be reviewed every year by the primary committee for possible promotion, and should be notified to bring their vitae up to date at least two calendar weeks before the first meeting of the primary committee, so that they may provide any data relevant to promotion which they consider significant. Faculty members nominated for promotion should be informed of this action; faculty members not nominated for promotion should be informed of the primary committee's evaluation of their status. The head shall notify faculty members that nominations have been made and that the nominees have been notified. Faculty members who have self-nominated shall have the right to prepare their own supporting data, and to appear before the primary committee to present their own cases for promotion.
3. After supporting data of nominees have been compiled, this material shall be made available to primary committee members at least one calendar week before the next meeting of the primary committee. At this meeting, the nominator of each candidate shall present evidence of the candidate's readiness for promotion. A separate, secret ballot shall be cast for each candidate in the primary committee. In addition to providing for a "yes" or "no" vote, the ballot should provide an opportunity to show reasons for the vote cast, with space allocated for comments and explanations. The primary purpose of the ballot, other than to obtain a numerical vote count, is to contribute to a summary for "feed-forward" and "feed-

back” use. The reasons for a negative vote are especially important. All nominations receiving a majority affirmative vote shall be forwarded to the area committee. After the ballots have been tallied, the head shall notify candidates of their promotion progress.

4. The department head shall not cast a vote in the primary committee: rather, his/her recommendation will appear separately from the primary committee’s recommendation on the promotion document. This constraint will not apply if the number of tenured full professors (including the head) on the primary committee is less than seven.
5. The provost and dean of the Graduate School, and the other members of the University Promotions Committee who are deans of academic colleges, will not vote in any primary committee.
6. It is the right of a candidate to help create and review his/her promotion document and to receive a copy of the document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate’s own brief (one page) comments about teaching, research/creative activities, and service. The candidate may choose that these brief comments be attached to the promotion document.
7. When a faculty member who is not joint-appointed does a substantial amount of teaching, research, or service for an interdisciplinary program or committee (e.g. American Studies, Comparative Literature, Women’s Studies), the faculty member may ask his or her department head to consult with the director or chair of that program or committee, or the department head may take it upon him or herself to do so. The director or chair will supply recommendations and materials to assist the primary committee of the department in which the faculty member holds his or her major appointment in its evaluation, consulting with those members of the program or committee qualified to help. The head may invite the director or chair to meet with the primary committee at any stage of its deliberations. Directors or chairs of such programs may also construct advisory committees of the full professors (or others in accord with University Promotion Policy) serving in the program. This advisory committee may make recommendations to the primary committee of the various departments or directly to the area committee.
8. In the case of faculty holding joint appointments between the School of Interdisciplinary Studies and departments in the college, the procedures will be as follows:
  - a. The dean will inform the directors of interdisciplinary programs in which there are faculty appointments of the general procedures and time line for promotion and tenure review of faculty. The head of a candidate’s tenure

department will inform the interdisciplinary program director of the departmental procedures and time line for document preparation and review of any joint-appointed faculty member.

- b. The department head will invite recommendations for external reviewers from the faculty member being reviewed and from the director of the program and will consider those recommendations when reviewers are selected. The head will inform the director of the program of the names of external reviewers who have been asked to write reviews. The program director will have access to and may provide input concerning the documents to be sent to each external reviewer.
- c. The program director will provide the head of the tenure department with a full evaluation of the research, teaching, and service contributions of the faculty member from the standpoint of the program. This evaluation will be provided to the department's primary committee members and will be included in the candidate's promotion document.
- d. The program director will join in the primary committee discussion of the joint-appointed candidate for promotion and/or tenure, without vote unless the director is a member of the primary committee.
- e. As the promotion/tenure document is being prepared, the department head will consult with the program director. The program director will have access to the promotion document and all attachments.

B. Area Committee: Promotion

- 1. The dean of the college shall act as chairperson of the committee. The dean shall not cast a vote in the area committee. Rather the dean's recommendation will appear separately from the area committee's recommendation on the promotion document.
- 2. In the absence of the dean from a meeting of the area promotion committee or the University Promotions Committee, the dean will appoint a replacement who is both an associate dean and a full professor. The appointee shall function in the dean's stead as chair of the area committee and as the college's voting representative to the University Promotions Committee.
- 3. All department heads shall be voting members of the area committee and shall present the nominations of their primary committees to the area committee. Nominations of split appointments or persons recommended from special program areas may be presented by the head or heads of involved departments, the chairperson of the special area program, or a senior faculty member of such a program, as the area committee deems desirable. In the case of persons with joint appointments between an interdisciplinary program and a department, the

program director will present a statement and join in the area committee discussion of any candidate for promotion/tenure holding a joint appointment in the program.

4. In addition to the department head, the voting members of each department will elect to voting membership on the area committee one other full professor from that department, to serve a three year term of membership. In the case of an absence in a department of an eligible full professor in addition to the head, the faculty of that department may elect (see 6) either an associate professor from that department or a full professor from another department to represent them, but that person shall be replaced on the area committee by a full professor from the concerned department within one year of his/her availability. An associate professor so elected may neither participate in discussion nor vote in the area committee on promotions to the rank of full professor, however. Election of faculty representative to the area committee shall take place before the last week of classes in the spring term.
5. The elected faculty representative to the area committee may succeed himself/herself through reelection.
6. In the case where an elected faculty representative leaves the area committee before the expiration of his/her term, the voting members of the appropriate faculty shall, upon notification by the dean, elect another representative to fill the vacancy subject to the conditions specified in (4) above.
7. The area promotion committee will establish its own procedures for operation except that the following policies and procedures shall be observed and the committee shall be reminded of them each year by the dean.
  - a. A simple majority affirmative vote of the area committee shall be required for endorsement by the committee for promotion. All nominations which have received an endorsement from the area committee or the support of the dean will then be forwarded to the University Promotions Committee.
  - b. In those cases where a recommendation supported by at least two-thirds of an area committee has been rejected by the University committee, the dean will obtain the vote count and seek written explanations for the vote.
  - c. A separate, secret ballot shall be cast for each candidate in the area committee. In addition to providing for a "yes" or "no" vote, the ballot should provide an opportunity to show reasons for the vote cast, with space allocated for comments and explanations. The primary purpose of the ballot, other than to obtain a numerical vote count, is to contribute to a summary for "feed-forward" and "feed-back" use. The reasons for a negative vote are especially important.

- d. In all cases of nomination for promotion, members of the area committee will endeavor to observe the spirit of the current University Promotion Policy, or any revisions thereof, concerning “General Criteria for Promotion” and “Promotion to Different Ranks”. Specifically promotion to any rank may be made for excellence (as defined in the “General Criteria”) in any one or more of three endeavors; teaching in its many forms; creative endeavor, research and scholarship; and service, including extension and outreach activities.
- e. After action by the area committee, candidates for promotion shall have progress promptly reported to them by the dean

C. Confidentiality

- 1. It is in the best interest of the University and the faculty that full and frank discussion occur during the deliberations of promotion committees. The confidentiality of remarks made at such meetings should therefore carefully be preserved. All candidates will be advised of their promotion progress by their department head after the primary committee meeting and by their dean after the area committee and University Promotions Committee meetings. Official notice will be sent to promoted faculty members after the president of the University and the Board of Trustees approve the promotions.

D. Tenure Considerations

- 1. At some time after the University Promotion Committee meets to vote on promotions, the area committee will meet to consider recommendations for tenure forwarded from the departments. Departments shall forward recommendations for those nominees who receive a majority affirmative vote from the primary committee. The department head may, if he/she wishes to do so, forward a recommendation for tenure for a person nominated in the primary committee who did not receive a majority affirmative vote. At the discretion of the department, the promotion document may be used as a recommendation for tenure or a separate document prepared specifically for tenure purposes. In all instances, however, a specific vote from the primary committee concerning the tenure decision must accompany the document.
- 2. A two-third affirmative vote of the area committee shall be required for endorsement by the committee for tenure.
- 3. The dean will forward his/her recommendation and that of the area committee to the provost for a final decision.

E. Promotion: Clinical/Professional Faculty

The University recognizes a non-tenure track faculty status, (i.e. clinical/professional faculty) who are based within a department. These appointments provide the opportunity for career advancement for faculty members who focus on excellence in clinical/professional instruction.

In all cases of nomination for promotion, the policies and spirit of the current University Promotion Policy and the University Guidelines dated May 26, 1994, or any revisions thereof, shall be followed. The dean shall remind the area committee of these policies when clinical/professional faculty are considered for promotion.

1. Primary Committees

- a. Clinical/Professional faculty at the professor level will sit and vote with the primary committee in review of documents of clinical/professional faculty being considered for promotion.
- b. Clinical/Professional faculty at the associate professor level will sit and vote with the primary committee in review of documents of clinical/professional faculty being considered for promotion to clinical associate professor.
- c. When a clinical/professional faculty member has some responsibilities that can best be judged by professional experts outside the primary committee, the faculty member may ask her or his department head to consult with outside experts, or the department head may take it upon him or herself to do so. The outside experts will supply recommendations and materials to assist the primary committee of the department in which the faculty members holds his or her major appointment in its evaluation. The head may invite the outside experts to meet with the primary committee at any stage of its deliberations.

2. Area Committee

When clinical/professional faculty are considered by the area committee for promotion, the voting membership of the area committee as pertains to the clinical/professional faculty shall be supplemented in the following manner:

- a. The College of Liberal Arts Nominating and Elections Committee shall nominate three clinical/professional faculty at the rank of full professor for service on the area committee for a three year term. All nominations must be presented to the College of Liberal Arts Nominating and Elections Committee. The senate will vote on the slate presented by the nominating committee.

- b. If there are **not three clinical/professional** faculty from the College of Liberal Arts at the rank of full professor, the CLA Nominating and Elections Committee shall complete the roster by nominating for one year terms, faculty it believes will represent the interests of clinical/professional faculty (**which may include CLA clinical/professional faculty below the rank of full professor, clinical/professional faculty from outside the CLA, or tenured faculty**).

F. Changes in University Procedures

University policies and procedures concerning promotion and/or tenure are changed from time to time by action of the president, provost, or University senate. When such changes occur which have the effect of nullifying, contradicting, or rendering inconsistent a provision of this document, the University policy or procedure shall prevail. However, College of Liberal Arts policies or procedures as given herein shall prevail in addition to or as an elaboration of University practice, when not contradictory to, inconsistent with, or otherwise violative of the spirit of University policies and procedures. The provisions and procedures noted in this document shall take precedence over any previous provisions and procedures concerning promotion and/or tenure in the College of Liberal Arts.