Draft Promotion and Tenure Process
I. Provost Responsibilities

- This section combines and clarifies current policy.
- The only new provision in this section is part I.C. Under current policy it has sometimes been difficult to fill committees with appropriate required members. Where the Unit Administrator and/or Dean are unable to fill a committee position, this provision allows the provost to fill the opening.
II. Schedule for Tenure and Promotion

- This section unifies all UI provisions for the timing of promotion, tenure, special circumstances and extensions in one place.

- The revision removes ambiguity:
  
  - Tenure
    - during the 6th year
  
  - Promotion
    - Instructor to Senior Instructor: during the 6th year
    - Assistant to Associate: either at same time as tenure (which is during the 6th year) or during 6th full year of service
      - Failure to be promoted from assistant to associate for a term faculty member is treated the same as failure to be granted tenure.
      - Associate to Full during 6th full year in rank; if not promoted reconsideration in 5th full year after
  
  - Early consideration for promotion requires permission of provost
  
  - Special Circumstances. Generally, the impact on promotion and tenure of transfers between UI departments, appointment as an administrator, initial appointment with credit, and appointment with tenure require that the details be determined at the time of the transfer or appointment and be approved in writing by the provost.

- Extensions. Clarifies that the extension policy applies both to tenure and to promotion, clarifies that an extension in 3rd year review automatically extends the time for tenure.
III. Tenure & Promotion Dossier

- Replaces what was commonly called the Tenure or Promotion packet.
- ALL evidence supporting tenure & promotion must be part of the dossier - no supplemental files in unit office. Each review level has access to the entire file.

  Faculty Member’s Responsibility
  - CV on required form
  - Personal Context statement
  - Personal Philosophy Statement
  - Evidence of accomplishment in each area of responsibility in PD (e.g. articles, recordings, photographs, teaching materials, evidence of excellent teaching, outreach materials and/or description of service as appropriate)

  Unit Administrator’s Responsibility
  - Unit Bylaw provisions regarding annual review process and unit criteria
  - PDs, Annual Evals and Student Evals of Teaching
  - External Peer Reviews (can be submitted late but must be submitted before evaluation begins)
  - Prior Reports (e.g. 3rd year review, report for promotion from assistant to associate, periodic reviews, etc.)

  Dossier must be submitted either prior to semester under which review is scheduled or prior to submission of materials to external reviewers. Dossier is final when submitted and may not be supplemented or altered after submission. Must have permission of provost to withdraw the dossier. Faculty member is not “considered” until a final decision of the president.
IV. Third Year Review

- Every faculty member must have a 3rd year review (this includes instructors and other term faculty).
- The review is formative
- 3rd Year Review committee: 3 faculty members
  - For tenure track = must be at least 2 tenured members
  - For term = must be at least two higher-ranked members
- Based on T & P Dossier
V.A Tenure and/or Promotion Review: Unit Level

- Standing committee appointed by Unit Administrator,
  - Chair appointed by unit administrator
  - 5 members,
  - 1 year term.
  - Three members must be tenured members of the unit.
- No third parties such as students or professionals on T& P committees
- Based on T& P Dossier
- Committee writes a report with recommendations for each candidate
- Tenured and/or Promoted Faculty in unit are polled and may submit evaluative comments
- The Candidate may provide a written response
- Transmission of all reports, responses and polling info to Dean
V.B College Level

- College Standing committee (in college with more than one unit)
  - Dean appoints chair,
  - 1 year terms,
  - Representatives of each unit.
- Based on T & P Dossier
- College Committee writes a report and makes recommendations
- Dean writes a report and makes recommendations
- Candidate may respond in writing
- All reports, polling information and responses are forwarded to provost
V.C University Level

- University committee composition and selection method are not changed.

- The committee considers both promotion and tenure. In the case of a candidate with unanimous prior recommendations, the university committee shall defer to them unless new facts have emerged or unless prior recommendations were not made with due regard to university level requirements.

- Provost Recommendation: Provost writes a report and includes a rationale for each recommendation. This is what has happened in recent years in practice, but was not previously included in policy.