

College of Health Sciences
Promotion and Tenure Guidelines
(eff. 5.19.2020 – pulled from CHS Faculty Constitution & Bylaws)

A. Committee on Promotion and Tenure

1. Composition

- a. A tenured faculty member, with the highest rank within the department/school, from each department/school not currently serving on an elected Promotion and Tenure Committee at another level, will be elected by the departments/school. If there is no tenured faculty member within a department, then a tenure-track or continuing-track faculty member at the highest rank within the department/school may be elected.
- b. The chair of the committee must be at the rank of Professor.
- c. Faculty members serving on the College Committee on Promotion and Tenure may participate and vote on either the department or the college level, but not on both.
- d. The majority of the College Committee on Promotion and Tenure shall be at a rank higher than the candidate. It may be necessary to form ad hoc committees in certain cases to operate within these guidelines. Ad hoc committees will be appointed by the Dean with advice from the College Governance Committee.

2. Functions

- a. The College Committee on Promotion and Tenure will review departmental criteria to ensure reasonable uniformity.
- b. The College Committee on Promotion and Tenure will review dossiers, seek additional information as needed, and make recommendations to the Dean based upon departmental criteria.
- c. The results of the review by the College Committee on Promotion and Tenure shall be reported in writing to the candidate, chairperson of the Department/School Promotion and Tenure Committee, Department or School leader, and be forwarded with the dossier to the Dean. Fairness to the candidate and department requires that the College Committee on Promotion and Tenure explain any disagreements with recommendations made at an earlier stage.

3. Appeals

- a. After receiving the College Committee on Promotion and Tenure's recommendations, the candidate may appeal in writing to the chairperson of the College Committee on Promotion and Tenure within five (5) working days.
- b. The College Committee on Promotion and Tenure will hold a hearing with the candidate within five (5) working days after receipt of a written appeal.
- c. The final decision of the College Committee on Promotion and Tenure will be forwarded in writing to the candidate, chairperson of the Department/School Promotion and Tenure Committee, Department or School leader, and the Dean.

4. Review Schedule

- April 30** – Candidate notifies the Department or School leader of his/her intention to apply for promotion in writing. The request is forwarded to the chairperson of the Department/School Promotion and Tenure Committee.

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- September 1** – Candidate submits completed dossier to the chairperson of the Department/School Promotion and Tenure Committee.
- October 1** – The Department/School Promotion and Tenure Committee forwards its recommendation in writing to the candidate and Department or School leader and forwards the recommendation and dossier to the Department or School leader. The time for appeal is within five (5) working days of the Department/School Promotion and Tenure Committee’s decision. The hearing by the Department/School Promotion and Tenure Committee should be within five (5) working days after receipt of a written appeal.
- October 15** – The Department or School leader forwards his/her recommendation in writing to the candidate and the chairperson of the Department/School Promotion and Tenure Committee and forwards the recommendation and dossier to the College Committee on Promotion and Tenure.
- December 1** – The College Committee on Promotion and Tenure forwards its recommendation in writing to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, and the Department or School leader, and forwards the recommendation and dossier to the Dean. The time for appeal is within five (5) working days of the candidate’s notification of the College Committee on Promotion and Tenure’s decision and two (2) weeks for a hearing by the College Committee on Promotion and Tenure.
- January 2** – The Dean sends his/her recommendation in writing to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, Department or School leader, and the chairperson of the College Committee on Promotion and Tenure, and forwards the recommendation and dossier to the University Committee on Promotions and Tenure.
- February 15** – The University Committee on Promotions and Tenure forwards the dossier and recommendation to the Provost with a copy of its recommendation to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, the Department or School leader, the chairperson of the College Committee on Promotion and Tenure, and the Dean.
- March 15** – The Provost forwards approved recommendations to the President for approval by the Board of Trustees with a copy of his/her recommendation to the candidate. Should the Provost fail to support an application for promotion, the reasons for the decision will be given to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, the Department or School leader, the chairperson of the College Committee on Promotion and Tenure, the Dean, and the University Committee on Promotions and Tenure.