

March 26, 2018

Dear Faculty Council,

As Associate Professors who are working towards promotion to Full Professor, we would like to bring to your attention a matter of serious importance to us. Several academic departments at JCU are currently revising their Tenure and Promotion guidelines. We view this process as a necessary part of our institution's ongoing push for continuous improvement and we fully support these efforts. As a part of this process, we wish to clarify which set of guidelines an individual faculty member shall be measured against should their department elect to amend or rewrite its T&P regulations after that faculty member has already been appointed to the rank of Associate Professor.

We thus seek to clarify that every Associate Professor at John Carroll University be assured they can use the set of guidelines in operation at the time of their last promotion (or at the time of their hire if they arrived at JCU with the rank of Associate Professor). The only exception would be if an Associate Professor elected to use a newer set of guidelines, as opposed to those in effect at the time of their last promotion. We feel this clarification is necessary so that persons who work under one set of guidelines for several years will not have the rules guiding their professional advancement changed at the discretion of the department or administration before they intend to apply for promotion to full professor.

**The purpose of this communication is to review the current language found in the appendix to the Faculty Handbook, as it relates to the promotion of Associate Professors, and to propose such changes be made to the larger JCU faculty body. It is important to note that the material found in the appendices of the faculty handbook are for informational purposes only, and are not part of the official JCU Faculty Handbook. As such they can be reinterpreted. We are NOT suggesting any changes to the Faculty Handbook. We merely seek to facilitate the promotion of Associate Professors in a manner that is fair and just by suggesting a reinterpretation of page 87 of Appendix K, a part of the appendix intended to clarify the promotion time frame.**

Pertinent passages of Appendix K of the Faculty Handbook in relation to promotion are found on the next page. Language to be eliminated ~~is struck out.~~ **New language is highlighted.**

PROMOTION PROCESS TIME TABLE (p. 87)

1. *“Early in the semester in which promotion decisions are to be made a candidate, who wishes to request promotion, prepares a dossier which supports the candidate’s request for promotion and presents this dossier to the appropriate Promotion Committee of the department. The Promotion Committee considers the request using the ~~current approved~~ department statement on Procedures and Standards for Promotion approved at the time the candidate was last promoted or hired into their current rank. If a new version of Procedures and Standards has been passed, the candidate has the option to notify the Promotion Committee in writing before submitting their dossier that they intend to adhere to the new version. The Promotion Committee then informs the candidate in writing of its recommendation. If the recommendation is unfavorable to the candidate and if the candidate so requests, the (p. 88) candidate should be advised by the committee of the reasons which contributed to the decision, and, if further requested by the candidate, these reasons should be confirmed in writing. Unless the candidate requests otherwise, the Promotion Committee forwards the dossier along with its recommendation and report to the appropriate dean through the usual communication channels.*

Thank you for your consideration of this matter. We look forward to your feedback.  
Sincerely,

The undersigned members of the “Working to Full” ad hoc faculty group and its allies.

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