

# Proposal to establish a University Tenure & Promotion Committee

## Handbook Amendments: Part one, Sect. IV and Part Four, Sect. II

### Part one, Sect. IV

#### IV. STANDING COMMITTEES OF THE FACULTY

The following shall be standing committees of the Faculty:

The Faculty Council<sup>1</sup>  
The Faculty Handbook Committee  
The Faculty Grievance Committee  
The Faculty Board of Review  
**University Tenure & Promotion Committee**

... skip to new section:

#### ALL NEW LANGUAGE BELOW

##### E. The University Tenure & Promotion Committee

1. Responsible to: The Faculty and Academic Vice President (AVP)
2. Basic Objective: The University Committee on Tenure and Promotion (UTPC) reviews and evaluates the portfolios of candidates for mid-term review, tenure, and/or promotion in rank. After evaluating the submitted evidence according to approved departmental and University standards, the UTPC recommends to the AVP those candidates whose retention, tenure, and/or promotion would, in its view, benefit the University and whose professional achievements meet the expectations of the candidate's Department and those of the University.
3. Composition:
  - i. One Full Professor of the Faculty from each division of the Faculty, elected by the Faculty in each division for staggered terms of three years beginning at the spring commencement. To ensure an odd number of members, additional members elected by the Faculty at large to bring the total number to five. Members may not serve more than two consecutive terms.
  - ii. Elections to UTPC must have at least two candidates from different departments for each open seat, and the runner-up in the election for each seat will serve on UTPC in the event of a recusal (see *iii.* below).
  - iii. No faculty member may participate in the evaluation of a candidate at more than one level of review. UTPC members from a candidate's department must recuse themselves from the deliberations and subsequent

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<sup>1</sup> As amended (3/21/07). See Appendix L.4.

vote on that candidate if they are on the Department Tenure or Promotion Committee.

*iv.* The Chair of the committee will be elected from the UTPC membership at the beginning of each fall semester.

4. Duties and Procedures:

*i.* Meet as needed, adhering to announced timelines/deadlines for the mid-term review, tenure, and promotion processes.

*ii.* Evaluate the dossiers of candidates, along with the reports and recommendations of the Department Tenure or Promotion Committee and the Committee of Academic Deans (COAD), during the mid-term, tenure, and promotion review according to established departmental and University standards. The chair of the candidate's Department Tenure Committee or Promotion Committee, as applicable, may serve as a resource during the committee's deliberations. Further, the UTPC may also confer with the candidate should a clarification of the submitted materials in the dossier be beneficial.

*iii.* The Committee provides a brief recommendation on each specific case, which will report the vote of the members on the matter at hand and provide a brief summary of the reasons or considerations that were deemed decisive to the vote. Any committee member who wishes to do so may submit a supplemental minority report expressing differing or dissenting views. These materials are then forwarded to the AVP to inform the final decision.

*iv.* In the event that any department tenure or promotion policies come under review or are otherwise undergoing revision, UTPC will work with the departments, deans, and AVP on any revisions of departmental standards. The UTPC will provide a recommendation to the AVP related to any proposed revisions.

*v.* In addition to reviewing and recommending on the merits of each candidate's petition, the UTPC shall inquire into and report any significant procedural or technical problems as may come to its attention with regard to handling of any candidate's case at any lower level of review.

**Part four, Sect. II:**

**ANNUAL FACULTY EVALUATION, TENURE, AND PROMOTION PROCESSES**

| <b>Original Language:</b>  | <b>Proposed Language:</b> revisions in <b>yellow</b>  |
|--|---|
| <p data-bbox="186 436 381 468">B. Tenure Process</p> <p data-bbox="186 499 776 709">Each untenured Faculty member on active or on leave status is reviewed annually by the department's Tenure Committee to determine the person's progress toward tenure. Untenured library Faculty members are reviewed by the library's Tenure Committee. This is done in accordance with the procedures and guidelines presented in Appendix J.</p> <p data-bbox="186 741 776 930">In all but the third year and the tenure decision year, the annual report of the departmental Tenure Committee is forwarded to the respective dean and that of the Library Tenure Committee to the Graduate Dean. The respective dean responds to the Tenure Committee according to the guidelines in Appendix J.</p> <p data-bbox="186 982 776 1266">In the third year and at the time of the tenure decision, the Tenure Committee's recommendation and report are forwarded to the respective dean who shares them with the Committee of Academic Deans (COAD). The COAD makes its recommendation to the Academic Vice President. The Academic Vice President has responsibility for final decisions in matters of tenure. Final tenure decisions are completed, and written notification is provided to candidates by December 15.</p> <p data-bbox="186 1413 776 1570">The criterion for tenure is given in Part Three, Section IV.D. University guidelines, procedures, and notification for continuance are given in Appendix J. For termination of contract by nonreappointment of nontenured Faculty see Part Four, Section V. D.</p> <p data-bbox="186 1602 776 1894">Appeals from the decision of the Academic Vice President may be made, normally within thirty days. The appeal process begins with the Faculty member notifying the departmental chairperson or the Director of the Library, the Tenure Committee chair, and the deans of an appeal. Subsequently, a meeting of the Faculty member, the departmental chairperson or the Director of the Library, the Tenure Committee chair, and the academic deans is held to review the decision in question. Then the deans make a recommendation</p> | <p data-bbox="808 436 1003 468">B. Tenure Process</p> <p data-bbox="808 499 1398 709">Each untenured Faculty member on active or on leave status is reviewed annually by the department's Tenure Committee to determine the person's progress toward tenure. Untenured library Faculty members are reviewed by the library's Tenure Committee. This is done in accordance with the procedures and guidelines presented in Appendix J.</p> <p data-bbox="808 741 1398 961">In all <b>years but that of the mid-term review and the tenure decision</b>, the annual report of the departmental Tenure Committee is forwarded to the respective dean and that of the Library Tenure Committee to the Graduate Dean. The respective dean responds to the Tenure Committee according to the guidelines in Appendix J.</p> <p data-bbox="808 993 1398 1381"><b>In the years of the mid-term review and of the tenure decision, copies of the candidate's tenure dossier and the department or library Tenure Committee's recommendation and report are forwarded to the University Tenure &amp; Promotion Committee (UTPC) and to the respective dean who shares them with the Committee of Academic Deans (COAD). The COAD makes its recommendation to the UTPC. The UTPC makes its recommendation to the Academic Vice President (AVP). The AVP has responsibility for final decisions in matters of tenure. Final tenure decisions are completed, and written notification is provided to candidates by the deadline noted in Appendix J.</b></p> <p data-bbox="808 1413 1398 1570">The criterion for tenure is given in Part Three, Section IV.D. University guidelines, procedures, and notification for continuance are given in Appendix J. For termination of contract by non-reappointment of nontenured Faculty see Part Four, Section V. D.</p> <p data-bbox="808 1602 1398 1894">Appeals from the decision of the <b>AVP</b> may be made, normally <b>initiated</b> within thirty days. The appeal process begins with the Faculty member notifying the departmental chairperson or the Director of the Library, the <b>department or library</b> Tenure Committee chair, the UTPC chair, and the <b>COAD</b> of an appeal. Subsequently, a meeting of the Faculty member, the departmental chairperson or the Director of the Library, the <b>department or library Tenure Committee chair, the COAD, and the UTPC chair</b> is held to review</p> |

on the matter involved, sending their recommendation to the Academic Vice President for decision. Results of this appeal are communicated to the Faculty member and the chairperson by the Academic Vice President no later than the date on which contracts are to be signed.

As described in Part Four, Section IV, the line of further appeal within the University is as follows: the Faculty Grievance Committee, the President of the University, and the Board of Directors.

### C. Promotion Process

The criteria for promotion are given in the description of Faculty Ranks in Part Two of this Handbook. Each department will establish and have approved by the Academic Vice President written statements on procedures and standards for promotion. Department procedures are to be consistent with University promotion policy, procedures, and guidelines approved by the Faculty and promulgated by the President (Appendix K).

Each Faculty member is evaluated by the Department Promotion Committee in the year the person comes up for promotion. The Department Promotion Committee's recommendation and report are forwarded to the appropriate dean, who shares them with the Committee of Academic Deans (COAD). The COAD makes its recommendation to the Academic Vice President. The Academic Vice President has responsibility for final decisions in matters of promotion. Promotion decisions are completed, and written notification is provided to candidates by December 15.

Appeals from the decision of the Academic Vice President may be made normally within thirty days. The appeal process begins with the Faculty member notifying the departmental chairperson, the Promotion Committee chair, and the deans of an appeal. Subsequently, a meeting of the Faculty member, the departmental chairperson, the Promotion Committee chair, and the academic deans is held to review the decision in question. Then the deans make a recommendation on the matter involved, sending their recommendation to the Academic Vice President for decision. Results of this appeal are communicated to the Faculty member and the chairperson by the Academic Vice President.

the decision in question. Then the COAD and UTPC make recommendations on the matter involved, each sending their recommendation to the AVP for decision. Results of this appeal are communicated to the Faculty member and the department chairperson or Director of the Library by the AVP no later than the date on which contracts are to be signed by faculty.

As described in Part Four, Section IV, the line of further appeal within the University is as follows: the Faculty Grievance Committee, the President of the University, and the Board of Directors.

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The criteria for promotion are given in the description of Faculty Ranks in Part Two of this Handbook. Each department will establish and have approved by the AVP written statements on procedures and standards for promotion. Department procedures are to be consistent with University promotion policy, procedures, and guidelines approved by the Faculty and promulgated by the President (Appendix K).

Each Faculty member is evaluated by the department or library Promotion Committee in the year the person comes up for promotion. Copies of the candidate's promotion dossier and the department or library Promotion Committee's recommendation and report are forwarded to the University Tenure & Promotion Committee (UTPC) and to the respective dean, who shares them with the Committee of Academic Deans (COAD). The COAD makes its recommendation to the University Tenure & Promotion Committee (UTPC). The UTPC makes its recommendation to the AVP. The AVP has responsibility for final decisions in matters of promotion. Promotion decisions are completed, and written notification is provided to candidates according to procedures noted in Appendix K.

Appeals from the decision of the AVP may be made, normally initiated within thirty days. The appeal process begins with the Faculty member notifying the departmental chairperson, the Department Promotion Committee chair, the COAD, and the UTPC chair of an appeal. Subsequently, a meeting of the Faculty member, the departmental chairperson, the Department Promotion Committee chair, the COAD, and the UTPC chair is held to review the decision in question. Then the COAD and UTPC make a recommendation in turn on the matter involved, each sending their recommendation to the AVP for decision. Results of this appeal are communicated to the Faculty member and the department chairperson or Director of the Library by the AVP no later than the date on which contracts are to be signed by faculty.

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# Appendix Amendments: J and K

## Appendix J:

### UNIVERSITY TENURE PROCEDURES AND GUIDELINES

| Original Language:   | Proposed Language:   |
|--|--|
| <p>DEFINITIONS</p> <ol style="list-style-type: none"> <li>1. “Candidate” means an untenured member of the Faculty on active or on-leave status.</li> <li>2. “Committee” means the Tenure Committee of a department or of the Library.</li> </ol>   | <p>DEFINITIONS</p> <ol style="list-style-type: none"> <li>1. “Candidate” means an untenured member of the Faculty on active or on-leave status.</li> <li>2. “Department Tenure Committee” means the Tenure Committee of a department or of the Library.</li> <li>3. “University Tenure &amp; Promotion Committee” (UTPC) means the University-wide faculty committee.</li> </ol>   |
| <p>TENURE PROCESS GUIDELINES</p> <ol style="list-style-type: none"> <li>1. Departments should offer active-status Faculty positions only to candidates who are deemed capable of attaining tenure.</li> <li>2. The tenure evaluation process should aid candidates in developing into the type of faculty that John Carroll University wishes to tenure.</li> <li>3. The tenure evaluation process should be open and candid with criticism given when deserved and ways of improvement suggested.</li> <li>4. Candidates should be made aware of the criteria and the supporting evidence expected of them.</li> <li>5. Evaluations and decisions should be in writing.</li> <li>6. The deans should be kept apprised yearly of each candidate’s progress toward tenure.</li> </ol> | <p>TENURE PROCESS GUIDELINES</p> <ol style="list-style-type: none"> <li>1. Departments should offer active-status Faculty positions only to candidates who are deemed capable of attaining tenure.</li> <li>2. The tenure evaluation process should aid candidates in developing into the type of faculty that John Carroll University wishes to tenure.</li> <li>3. The tenure evaluation process should be open and candid with criticism given when deserved and ways of improvement suggested.</li> <li>4. Candidates should be made aware of the criteria and the supporting evidence expected of them.</li> <li>5. Evaluations and decisions should be in writing.</li> <li>6. The deans should be kept apprised yearly of each candidate’s progress toward tenure.</li> </ol> |
| <p>UNIVERSITY TENURE PROCEDURES</p> <ol style="list-style-type: none"> <li>1. Each department’s Tenure Committee is composed of all tenured members of the department who are on faculty contract and who have voting rights as defined in the Faculty Handbook. In the case of library faculty, the Director of the Library, if a tenured member of the library faculty with voting rights as defined in the Faculty Handbook, will serve on the Library’s Tenure Committee.</li> </ol>   | <p>UNIVERSITY TENURE PROCEDURES</p> <ol style="list-style-type: none"> <li>1. Each Department Tenure Committee is composed of all tenured members of the department or library who are on faculty contract and who have voting rights as defined in the Faculty Handbook. In the case of library faculty, the Director of the Library, if a tenured member of the library faculty with voting rights as defined in the Faculty Handbook, will serve on the Library’s Department Tenure Committee. In the case that there are not at least 3 tenured members from the</li> </ol>  |

2. At the beginning of each Academic Year, each department's Tenure Committee elects its chair from among its members.
3. At the time that a tenure decision is to be made, a two-thirds vote of a department's Tenure Committee is the requirement for a favorable recommendation for tenure.
4. The recommendation of the department's Tenure Committee is the department's recommendation and it is transmitted from the committee to the appropriate dean through normal communication channels by the chair of the department. In the case of Library faculty, the Tenure Committee's decision is transmitted to the Academic Vice President by the Director of the Library. If the final University decision is counter to the recommendation of the department, the reasons for the decision are communicated to the Committee by the Academic Vice President.
5. Each department will have a statement of Procedures and Standards for Tenure, which has been approved by the Academic Vice President. This document will be given to each candidate at the time of the candidate's initial appointment to active status on the Faculty. If a department changes this document during the probationary period the candidate has the option of using the initial document or the updated version. These departmental statements will not be in conflict with the University's Tenure Procedures and Guidelines, or with the University's Tenure Process Timetable.

#### TENURE PROCESS TIMETABLE

1. Each candidate is given a copy of the department's Procedures and Standards for Tenure prior to or at the time of the issuance of the initial contract as a member of the Faculty on active status.
2. In the spring semester and by March 15, the Committee meets to review the progress of each candidate. Candidates should be informed well ahead of time as to the material the Committee deems pertinent to its review. As part of the review process

department or library to form the Committee, the department will work with the appropriate dean to identify tenured members from associated departments to bring the total number up to three.

2. At the beginning of each Academic Year, each Department Tenure Committee elects its chair from among its members.
3. At the time that a tenure decision is to be made, a two-thirds vote of the Department Tenure Committee is the requirement for a favorable recommendation for tenure.
4. The recommendation of the Department Tenure Committee is the department's recommendation and it is transmitted from the committee to the appropriate dean through normal communication channels by the chair of the department. In the case of Library faculty, the Committee's recommendation is transmitted to the Academic Vice President (AVP) by the Director of the Library. If the final University decision is counter to the recommendation of the department, the reasons for the decision are communicated to the Department Tenure Committee by the AVP.
5. Each department will have a statement of Procedures and Standards for Tenure, which has been approved by the AVP. This document will be given to each candidate at the time of the candidate's initial appointment to active status on the Faculty. If a department changes this document during the probationary period the candidate has the option of using the initial document or the updated version. These departmental statements will not be in conflict with the University's Tenure Procedures and Guidelines, or with the University's Tenure Process Timetable.

6. Details on the composition, duties, and procedures of the University Tenure & Promotion Committee are outlined in Part One, Section IV.E., of this Handbook.

#### TENURE PROCESS TIMETABLE

1. Each candidate is given a copy of the department's Procedures and Standards for Tenure prior to or at the time of the issuance of the initial contract as a member of the Faculty on active status.
2. In the spring semester and by March 15, the Department Tenure Committee meets to review the progress of each candidate. Candidates should be informed well ahead of time as to the material the Committee deems pertinent to its review. As part of the

the assembled Committee meets formally with each candidate.

3. After its meetings, the Committee furnishes to each candidate, by April 1, a written statement on his/her progress toward a recommendation for tenure, detailing the areas which are satisfactory and, where improvement is necessary, specific guidance as to how to achieve the required level of improvement. The Candidate may respond in writing within one week to the written statement.

4. The Committee drafts an annual report that evaluates the candidate's progress in teaching, scholarship, and service, following approved departmental standards and procedures. The annual report includes a recommendation whether or not the faculty member should continue on the Faculty and the numeric details of the vote. A 50% vote is required for a recommendation for continuance.

5. The Committee forwards its annual report to the appropriate dean by April 15; responses by the candidate to the Committee are forwarded to the dean as well. The candidate also receives a copy of the annual report by April 15.

6. The dean certifies in writing to the Tenure Committee no later than the Monday before spring commencement that the report addresses departmental and university guidelines and provides the candidate with open and candid criticism, suggestions for improvement, and a thorough analysis of the candidate's supporting evidence. If the dean finds the annual report deficient in any of these respects, the Committee produces an amended report that addresses the concerns of the dean. The amended report is forwarded to the dean and to the candidate by the end of the first week of October.

7. In the case that the University's decision is that the candidate not continue on the Faculty, the decision of the Academic Vice President will be delivered to the candidate, to the department, and to the Committee by the end of the Academic Year.

8. Each candidate undergoes a more extensive review of progress toward tenure, during the year indicated below, approximately in the middle of the candidate's probationary period.

| Length of probationary period, in years, determined at time of initial contract | Year of mid-term review |
|---|-------------------------|
| 7   | 3rd                     |
| 6   | 3rd                     |

review process the assembled Committee meets formally with each candidate.

3. After its meetings, the **Department Tenure Committee** furnishes to each candidate, by April 1, a written statement on his/her progress toward a recommendation for tenure, detailing the areas which are satisfactory and, where improvement is necessary, specific guidance as to how to achieve the required level of improvement. The Candidate may respond in writing within one week to the written statement.

4. The **Department Tenure Committee** drafts an annual report that evaluates the candidate's progress in teaching, scholarship, and service, following approved departmental standards and procedures. The annual report includes a recommendation whether or not the faculty member should continue on the Faculty and the numeric details of the vote. A 50% vote is required for a recommendation for continuance.

5. The **Department Tenure Committee** forwards its annual report to the appropriate dean by April 15; responses by the candidate to the Committee are forwarded to the dean as well. The candidate also receives a copy of the annual report by April 15.

6. The dean certifies in writing to the **Department Tenure Committee** no later than the Monday before spring commencement that the report addresses departmental and university guidelines and provides the candidate with open and candid criticism, suggestions for improvement, and a thorough analysis of the candidate's supporting evidence. If the dean finds the annual report deficient in any of these respects, the Committee produces an amended report that addresses the concerns of the dean. The amended report is forwarded to the dean and to the candidate by the end of the first week of October.

7. In the case that the University's decision is that the candidate not continue on the Faculty, the decision of the Academic Vice President will be delivered to the candidate, to the department, and to the **Department Tenure Committee** by the end of the Academic Year.

8. Each candidate undergoes a more extensive review of progress toward tenure, during the year indicated below, approximately in the middle of the candidate's probationary period.

| Length of probationary period, in years, determined at time of initial contract | Year of mid-term review |
|---|-------------------------|
| 7   | 3rd                     |



|   |     |
|---|-----|
| 5 | 2nd |
| 4 | 2nd |

9. In the year of the mid-term review, the candidate prepares a dossier documenting progress to date in teaching, scholarship, and service and submits it to the Committee by March 1. After making its evaluation, the Committee forwards the dossier by April 1 to the appropriate dean along with its annual report and recommendation. At this time, the candidate also receives a copy of the Committee's report. The dean shares these materials with the Committee of Academic Deans (COAD), and by May 1, COAD makes its recommendation to the academic Vice President, concerning whether the candidate should continue on the Faculty. Before the end of the Academic Year, the Academic Vice President notifies the candidate of his/her decision. If the Academic Vice President's decision is contrary to the recommendation of the department's Tenure Committee, then the Committee is advised of the reasons that contributed to that decision. For candidates continuing on the Faculty, COAD will note areas of concern and offer suggestions for improvement. A copy of the deans' communication to the candidate is also provided to the Committee. All of these communications should be made by the end of the Academic Year. Candidates not continuing on the faculty have the right to obtain copies of all written reports.

10. In the semester in which a tenure decision is to be made, the candidate prepares a dossier that supports his/her candidacy for tenure and submits this dossier to the department's Tenure Committee by September 30. By October 15, the Committee meets with the candidate. After meeting with the candidate, the Committee forwards the dossier along with its recommendation and report, by October 31, to the appropriate dean through the usual communication channels. The candidate also receives a copy of the Committee's recommendation and report. The dean shares these materials with the Committee of Academic Deans (COAD), and by December 1, COAD makes its recommendation to the Academic Vice President. By December 15, the Academic Vice President notifies the candidate of his/her decision, and informs the dean, the department and the Tenure Committee of that decision. These communications are done in writing.

|   |     |
|---|-----|
| 6 | 3rd |
| 5 | 2nd |
| 4 | 2nd |

9. In the year of the mid-term review, the candidate prepares a dossier documenting progress to date in teaching, scholarship, and service and submits it to the Department Tenure Committee by February 1. After making its evaluation, the Department Tenure Committee forwards the dossier by March 1 to the appropriate dean, as well as the UTPC, along with its annual report and recommendation. At this time, the candidate also receives a copy of the Department Tenure Committee's report. The dean shares these materials with the Committee of Academic Deans (COAD), and by April 1, COAD makes its recommendation to the UTPC. By May 1, UTPC makes its recommendations to the AVP, concerning whether the candidate should continue on the Faculty. Before the end of the Academic Year, the AVP notifies the candidate of his/her decision. If the AVP's decision is contrary to the recommendation of the Department Tenure Committee, then the Committee is advised of the reasons that contributed to that decision. For candidates continuing on the Faculty, COAD and UTPC will note areas of concern and offer suggestions for improvement. Copies of the COAD and UTPC communications to the candidate are also provided to the Department Tenure Committee. All of these communications should be made by the end of the Academic Year. Candidates not continuing on the faculty have the right to obtain copies of all written reports.

10. In the semester in which a tenure decision is to be made, the candidate prepares a dossier that supports his/her candidacy for tenure and submits this dossier to the Department Tenure Committee by September 1. By September 15, the Committee meets with the candidate. After meeting with the candidate, the Committee forwards the dossier along with its recommendation and report, by October 1, to the appropriate dean through the usual communication channels, and submits the dossier to the University Tenure & Promotion Committee. The candidate also receives a copy of the Committee's recommendation and report. The dean shares these materials with the Committee of Academic Deans (COAD), and by November 1, COAD forwards its recommendation and report to the University Tenure & Promotion Committee. The UTPC meets by November 15 and reviews the dossier along with the reports of the department/library and COAD. By December 1, UTPC submits its own report to the Academic Vice President.



committee, then the chair of the department will assume the duties of the Promotion Committee, or, if the chair is the candidate in this case, then the Dean of the College or School will assume the duties of the Promotion Committee.

4. That, at the beginning of each Academic Year, each department's Promotion Committee elects its chair from among its members.

5. That a fifty percent vote of a department's Promotion Committee be the requirement for a favorable recommendation for promotion.

6. That the department's Promotion Committee seek input from all members of the department in determining its recommendations.

7. That the recommendation of the department's Promotion Committee be the department's recommendation and that it be transmitted from the committee to the appropriate dean through normal communication channels by the chair of the department. If the final University decision is counter to the recommendation of the department, that the reasons for the decision be communicated to the Promotion Committee of the department by the Academic Vice President.

#### PROMOTION PROCESS TIMETABLE

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 and informs the candidate in writing of its recommendation. If the recommendation is unfavorable to the candidate and if the candidate so requests, the candidate should be advised by the committee of the reasons which contributed to the decision, and, if further requested by the candidate,

for a particular case, a department does not have at least two qualified members, then the department will work with the appropriate dean to identify qualified members to form the Committee. In that case, at least one member will be the chair of the department, or, if the chair is the candidate in this case, then the Dean of the College or School will serve on the Promotion Committee. If the library does not have at least two qualified members to form a Promotion Committee, then the library faculty will work with the Graduate Dean to identify qualified members to form the Committee. In that case, at least one member will be the Director of the Library, or, if the Director of the Library is the candidate in this case, then the Graduate Dean will serve on the Promotion Committee.

4. That, at the beginning of each Academic Year, each Department Promotion Committee elects its chair from among its members.

5. That a fifty percent vote of a Department Promotion Committee be the requirement for a favorable recommendation for promotion.

6. That the Department Promotion Committee seek input from all members of the department in determining its recommendations.

7. That the recommendation of the Department Promotion Committee be the department's recommendation and that it be transmitted from the committee to the appropriate dean and the University Tenure & Promotion Committee (UTPC), through normal communication channels by the chair of the department. If the final University decision is counter to the recommendation of the UTPC, COAD, or department, that the reasons for the decision be communicated to each group by the AVP.

#### PROMOTION PROCESS TIMETABLE

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 Department Promotion Committee. The Department Promotion Committee considers the request using the current approved department statement on Procedures and Standards for Promotion and informs the candidate in writing of its recommendation. If the recommendation is unfavorable to the candidate and if the candidate so requests, the 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.

2. Both the candidate and the department's Promotion Committee are informed in writing of the final promotion decision.

3. If the final decision is contrary to the recommendation of the department's Promotion Committee, then the Department's Promotion Committee is to be advised of the reasons which contributed to that decision.

4. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the academic vice president of the reasons which contributed to that decision and, if further requested by the candidate, these reasons should be confirmed in writing.

#### PROMOTION GUIDELINES

1. The promotion evaluation process should aid candidates in developing into the type of faculty that John Carroll University wishes to promote. The Chair of the department plays the key role in effecting this.

2. The promotion evaluation process should be open and candid.

3. Candidates should be made aware of the criteria, the type of evidence which is to be used, and the evidence which they are expected to supply.

4. Evaluations and decisions should be in writing

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 and the University Tenure & Promotion Committee (UTPC) through the usual communication channels. The dean shares these materials with the Committee of Academic Deans (COAD), and makes its recommendation to the UTPC. The UTPC makes its recommendation to the AVP.

2. Both the candidate and the department's Promotion Committee are informed in writing of the final promotion decision.

3. If the final decision is contrary to the recommendation of the UTPC, the COAD, or the department's Promotion Committee, then each group is to be advised of the reasons which contributed to that decision.

4. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the AVP of the reasons which contributed to that decision and, if further requested by the candidate, these reasons should be confirmed in writing.

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