

ASSOCIATE PROFESSORS CODE CHANGE
Changes recommended April 2005

The faculty code change attached below, passed by the faculty senate on March 7th was turned back by the Provost because it did not all consider a few possibilities. Minor corrections have been made to correct for these.

1. If an associate professor wants the first meeting with their Promotion Advisory Committee to be evaluative and allow for their consideration for promotion to full professor to be considered, this option has been added in 405.8.2(2) and 405.8.2(3).
2. In some cases a faculty member may not have had a tenure committee, so instead of “reconstituting” the committee the language has been changed to “formed.”
3. One sentence at the beginning of the fifth paragraph of section 405.6.2(2) was moved to the beginning of the fourth paragraph for clarity.

Deletions are in ~~strike through~~; additions are in *italicized text*; additions where intent or content was changed are also underlined: New changes since the March 7th passage are in yellow highlights.

405.6 TENURE, PROMOTION AND REVIEW: GENERAL PROCEDURES

6.2 Advisory Committees

(2) Promotion advisory committee.

When a faculty member without tenure is to be considered for promotion, the tenure advisory committee shall also serve as a promotion advisory committee. The term of this committee shall expire when the faculty member is awarded tenure. ~~When a faculty member with tenure is to be considered for promotion, the department head or supervisor shall, by February 15 of the Spring Semester prior to that consideration, in consultation with the faculty member and the director (where applicable), dean, or vice president appoint a promotion advisory committee of at least five faculty members who have tenure and higher rank than does the candidate for promotion. The department head or supervisor shall appoint a chair other than him or herself. When a department head or supervisor is being considered for promotion, the director (where applicable), the appropriate dean, or vice president shall appoint the promotion advisory committee; when a director (where applicable), dean, or vice president is being considered, the Provost shall appoint the promotion advisory committee.~~

*Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that ~~a~~ the promotion advisory committee be **formed** ~~reconstituted~~ and meet with the faculty member. This will be done by the department head in consultation with the faculty member and the director (where applicable), dean, vice provost or vice president within 30 days of receipt of the written request. The promotion and tenure committee must be **formed** ~~reconstituted~~ by March 30th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) below be held at this time.*

If the promotion advisory committee meets for the first time in the fifth year post tenure, this committee would also perform the functions of the post-tenure review committee. If this committee has met prior to the fifth year then this committee or a three member subcommittee may form the post-tenure review committee and carry out the Quinquennial Review of Tenured Faculty 405.12.2.

*The promotion advisory committee will be composed of at least five faculty members who have tenure and higher rank than does the faculty member. The department head or supervisor shall appoint a chair other than him or herself. (*Previous sentence moved from paragraph below for clarity) Normally, two academic unit members of higher rank who have served on the candidate's tenure advisory committee shall be appointed to the promotion advisory committee, and at least one member shall be chosen from outside the academic unit. If there are fewer than ~~five~~ four faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or*

vice president complete the membership of the committee with faculty of related academic units. Department heads and supervisors shall not serve on promotion advisory committees. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the director (where applicable), dean, or vice president.

When a department head or supervisor is being considered for promotion, the director (where applicable), the appropriate dean, or vice president shall appoint the promotion advisory committee; when a director (where applicable), dean, or vice president is being considered, the Provost shall appoint the promotion advisory committee. When a faculty member with tenure wishes to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by October 15 of the Fall Semester one year prior to that consideration, reconvene the promotion advisory committee to meet with the candidate.

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405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

8.2 Faculty with Tenure

The promotion advisory committee shall meet upon request of the faculty member, to consider a recommendation for promotion.

The department head or supervisor, director (where applicable), dean, or vice president, Provost, or President may propose promotion. Such a proposal shall be referred to the promotion advisory committee for consideration and all procedures of 405.8.3 shall be followed.

(1) Meetings of the promotion advisory committee

*When the promotion advisory committee, **formed** ~~reconstituted~~ by the department head or supervisor in consultation with the faculty member, meets for the first time, the purpose of this meeting, similar to the first tenure meeting, will be to ensure that an appropriate role statement is in place and to provide information to the faculty member about promotion to full professor. This information could include historical information about the records of the last several department members promoted to full professor or information about the committee's understanding of what is necessary for promotion to full professor. Subsequent to this first meeting the faculty member may request additional meetings with the promotion advisory committee if desired.*

Subsequent to this meeting, When the faculty member is ready to be considered for promotion to full professor, the promotion advisory committee shall meet upon request of the faculty member, to consider a recommendation for promotion to full professor the following fall.

(2) Report of the promotion advisory committee

After meeting with the faculty member for the first time, the newly reconstituted promotion advisory committee shall write a letter in which they report on the guidance given to the faculty member. The primary purpose of this report is not to evaluate the faculty member but to inform the department head of the information and guidance provided to the faculty member about promotion to full professor. Department heads, supervisors, deans, vice presidents or vice provosts may not use this letter as an evaluation of a faculty member's progress towards full professor unless the faculty member explicitly requests that the meeting be evaluative and chooses to provide a curriculum vita to the committee. Copies of the report signed by the committee members shall be provided to the faculty member, the department head or supervisor, and the director (where applicable), the dean, vice provost or vice president. If this meeting occurs in the fifth year, the letter should cover both the requirements of post tenure review and the summary of the guidance given to the faculty member as outlined above.

(3) Report of the department head or supervisor

Subsequently, the department head or supervisor shall submit in writing to the director (where applicable), dean, vice provost or vice president a summary of the information and guidance provided to the faculty member about promotion to full professor. If the faculty member has asked to be considered for promotion to full, then this letter would also include an evaluation of the candidate's progress towards promotion to full professors and identify any areas of improvement in the candidate's performance, as necessary. Copies will be provided to the faculty member and the promotion advisory committee. This letter should be delivered to the faculty member and director, dean, vice provost, or vice president of extension no later than 30 days following the meeting with the promotion advisory committee.