

Attachment 3
Initial Meeting Prior to Promotion

405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

8.2 Faculty with Tenure

(1) Meetings of the promotion advisory committee

[one paragraph]

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. This initial meeting shall take place ~~prior to~~ by February 15, six months before the faculty member submits materials for consideration and review.

405.6.2 Advisory Committees

(2) Promotion advisory committee.

[one paragraph]

Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that a promotion advisory committee be formed 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 ~~advisory and tenure~~ committee must be formed by ~~March 30th~~ February 15th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) ~~below~~ above be held at this time.

[two paragraphs]

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~~ February 15 of the ~~Fall~~ Spring Semester ~~one year~~ six months prior to that consideration, convene the promotion advisory committee to meet with the candidate.