

SUMMARY OF PROMOTION & TENURE DATES & PROCEDURES

University Policy 4.6.4

DEADLINES

- **April 15** – Dean notifies Dept. Chair of faculty eligible for tenure in the next academic year.
- **May 1** – Dept. Chair notifies faculty eligible for tenure in the next academic year.
- **May 1** – Procedure changes must be approved (prior to the year in which they take effect).
- **September 1** – Candidate notifies Chair in writing, with copy to Dean, of intent to apply.
- **September 10** – Department and College P&T Committees must be elected for that year.
- **Application Deadlines** are announced by Academic Affairs each academic year. Colleges & departments will distribute dates to candidates & committees each academic year.
- **March 15** – Provost submits all recommendations to President.
- **March 20** – Last day Candidate can withdraw their application by notifying Chair in writing, with copy to Dean and Provost.
- **Within 10 calendar days** of Dept. notification - Candidate may request (in writing to Chair, copy to Dean) reconsideration of P&T Committee or Dept. Chair negative recommendation.
- **Within 5 calendar days** of College notification - Candidate may request further review (short letter to Dean, copy to Chair). This is not an appeal.
- **Within 10 calendar days** of Provost notification - Candidate may appeal to the President (copy to Provost and Dean). President will convene the Faculty Evaluation Appeals Committee (FEAC).

POLICY PRINCIPLES

- Department committees and chairs have the primary responsibility for evaluating candidates in their department. Department evaluations shall be given the weight that reflects this.
- Policies state specific criteria for teaching, scholarship, and service and are made available to faculty when they begin employment at EKU.
- Recommendations are based on documented and verifiable evidence. Document how the candidate's performance compares to the stated criteria.
- Confidentiality will be respected.
- Review processes at each level shall be limited to professionally relevant considerations.
- The justification for or against tenure and/or promotion shall be stipulated in writing and maintained in the candidate's dossier at every step in the process.
- At each level, the candidate shall be notified in writing of the results of the deliberations, including the reasons for the recommendations.
- No individual participant in the process may vote at more than one level of the process.

CANDIDATE PROCEDURES & RESPONSIBILITIES

- Be familiar with Department, College, & University P&T policies and procedures.
- Submit a written request for review of eligibility to Chair, copy to Dean, if not notified by May 1.
- Meet submission deadlines (announced by Academic Affairs each year).

- Submit all materials using the University's current recording system.
- Failure to apply for tenure will result in a terminal appointment.
- Follow all guidelines in the P&T Application.

DEPARTMENT PROCEDURES & RESPONSIBILITIES

- Establish procedures for (1) selecting their P&T Committee, and (2) it's operational guidelines.
- Procedures must be approved by majority vote of the department faculty and reviewed by the Dean for compliance with University and College procedures.
- Procedures must be filed in Dean's office and departmental office.
- Changes to procedures need a majority vote from the department faculty and review by the Dean by May 1 prior to the year in which they take effect.
- A record of meetings (including names of those attending and all vote counts) will be kept in the dept. office.
- Chairs may not serve as members of P&T committees.
- Chairs may not sit in during Committee deliberations unless stipulated by Dept. or College policy.
- Dept. P&T Committee is elected from full-time tenured faculty and consists of no fewer than 3 voting members. The committee will elect a chair from its members.
- If a faculty or their family member is a candidate, they may not serve on the P&T Committee.
- Dept. P&T Committee will use the University form to:
 - make a written recommendation, stating reasons for or against tenure and/or promotion.
 - indicate their recommendation & sign. Committee submits to Dept. Chair.
 - Dept. Chair uses the form to indicate that they agree or disagree with Committee recommendation and signs. Dept. Chair attaches rationale if disagreeing.
- Dept. Chair, and/or P&T Committee Chair meets with candidate to review recommendation, provides candidate a copy of the report (and all addenda), and secures candidate's signed receipt.
 - Candidate may request reconsideration of the decision in writing to the Dept. Chair, copy to Dean, within ten calendar days of notification. Candidate should include relevant evidence and address concerns raised.

DEPARTMENT BEST PRACTICES

- Chairs, P&T Committee members, and Candidates should be familiar with Department, College, & University P&T policies and procedures.
- Confidentiality must be respected.
- Dept. Chair should provide the College and Departmental P&T guidelines to the Candidate and Departmental P&T Committee as soon as a determination has been made that the faculty member is to be considered for promotion and/or tenure.
- Policies for P&T state specific criteria to be used in the evaluation and how they will be applied.
- Policies include a method for Departments to reassess their policies and procedures. Dept. Chair is responsible for ensuring that reassessment is conducted at least every five years.
- A departmental P&T committee should be chaired by an experienced individual who has previously served on a P&T committee.

- Credit toward tenure and/or promotion for prior service at another institution or place of employment must be agreed upon by the Department Chair and College Dean at the time of initial appointment and documented in the initial hiring letter and contract.

COLLEGE PROCEDURES & RESPONSIBILITIES

- College P&T committee reviews applications to ensure (1) College-level criteria are met, (2) appropriate review of the candidate's qualifications has been made, and (3) Department criteria have been fairly applied.
- The College P&T Committee is elected by the following method:
 - Minimum of 6 members plus at least one alternate to include:
 - one tenured faculty member with rank of Associate Professor or above elected from each Department, and
 - tenured faculty members with a rank of Associate Professor or above elected at-large from the College.
 - Members can NOT serve on the College Committee during the same year they:
 - serve on the Dept. P&T Committee
 - serve on the FEAC
 - are a candidate for P&T
 - have a family member who is a candidate
 - If a department does not have a faculty member who meets the criteria to serve on the College P&T Committee, a member at large will be elected.
 - Elected members serve for one year.
 - Committee must be elected no later than Sept. 10 of the year it is to function.
 - Committee will elect a chair or two co-chairs from its members.
 - The Dean or Associate Dean will NOT serve as members on P&T committees at any level. They will not sit in during committee deliberations unless stipulated by Department or College policy. However, the Dean or Associate Dean may convene the College Committee and serve as a resource on policies and procedures.
- College P&T Committee may consult with the Dept. Chair, the chair and/or member(s) of the Dept. committee, and/or the candidate prior to making a recommendation.
- A record of meetings (including names of those attending and all vote counts) will be kept in the Dean's office.
- Decisions will be made by secret ballot and by majority vote. A tie vote will be considered a negative recommendation.
- College Committee indicates (on the form) that they agree or disagree with Dept. Committee and Dept. Chair's recommendations and signs the form. College Committee attaches rationale if disagreeing. Committee submits to Dean.

DEAN PROCEDURES & RESPONSIBILITIES

- Dean (1) reviews the application and recommendations. Dean may consult with previous decision makers and/or the candidate prior to making a recommendation. (2) Dean provides a separate recommendation. If Dean does not concur with the recommendations any of the previous decisions, reasons must be stated in writing.
- Dean notifies the candidate in writing of the recommendations of the College committee and of the Dean, with justification for these decisions.

- Dean forwards application materials and recommendations to Provost no later than the date specified in the academic affairs calendar for that year.
 - all recommendations on tenure
 - positive recommendations pertaining to promotion
- Promotion applications with a negative recommendation by the Dean will not be reviewed further unless the candidate submits a brief letter to Dean, copy to Dept. Chair, within 5 calendar days of notification requesting the review process continue. This is not an appeal.