



## **PROMOTION AND TENURE POLICIES AND PROCEDURES**

### **1. GENERAL**

- 1.1 Promotion and tenure embody earned rights, privileges, and obligations that are vested in recognition of the achievement of excellence in scholarship and leadership in the candidate's discipline. The assessment of quality and the nomination to rank and tenure status is a faculty function and represents the ultimate responsibility in the concept of faculty governance.
- 1.2 Promotion and tenure are awarded on the basis of the cumulative contributions that have been made to the institution and the profession and on the basis that there is every expectation of future such contributions. The rank of Full Professor is reserved for those who have achieved scholarly distinction and a national reputation for excellence.
- 1.3 Promotion from Assistant Professor to Associate Professor carries tenure and is a decision typically made in the sixth year of a faculty member's probationary period. University policies governing Time in Rank govern exceptions.

- 1.4 Unless otherwise stipulated in the offer letter at the time of hire, a faculty member who begins employment in January shall be reviewed for promotion and tenure in the sixth complete academic year of employment (i.e., after five and one-half years of a probationary appointment) unless an earlier review is requested.
- 1.5 Tenured Associate Professors may request a review for promotion to Full Professor in any year, provided the request is made by the date specified later in this document. Untenured Associate Professors may request a concurrent review for promotion to Full Professor at the time of a tenure review.
- 1.6 Other documents governing promotion and tenure include the University of Houston *Faculty Handbook* concerning grievances and the Office of the Provost's *Promotion and Tenure Guidelines* concerning the reconsideration of a decision. Should College and University policies conflict, University policies shall prevail.
- 1.7 This document also describes College procedures for annual reviews during a faculty member's probationary period.
- 1.8 The Bauer College Associate Dean for Academic Affairs shall no later than April 1 each year distribute to every faculty member a schedule of all dates relevant to the review processes described in these policies, basing those dates on the Provost's Policies schedule distributed for the coming review period. Each individual and group involved in any review process is responsible for conforming to those dates.
- 1.9 Bauer College of Business promotion and tenure policies in effect at the time of an individual's initial appointment to a tenure track position may at the discretion of the candidate govern that person's promotion/tenure process irrespective of any subsequent changes to those policies.

## **2. PROMOTION AND TENURE CRITERIA**

### **2.1 General**

- 2.1.1 As stated in the Office of the Provost's *Promotion and Tenure Guidelines*, promotion is "a privilege conferred by the institution; it is not a right". Reviewing committees and individuals, as set forth in this document, shall recommend it when, in their judgment, the candidate has served the institution well and will likely continue to be an important "human asset" of the University, College, and Department. Promotion to Full Professor is one of the highest accomplishments in a University and is reserved for those clearly demonstrating national visibility and scholastic leadership in their respective disciplines.
- 2.1.2 Similarly, the award of tenure is a privilege and not a right. To be tenured, a candidate shall have achieved an acceptable record of teaching, research, and service as judged by the reviewing committees and individuals. Achieving an acceptable record is a necessary condition for the granting of tenure. However, its achievement should not be construed as a sufficient condition for the granting of tenure. University policies prevent colleges from establishing any such set of sufficient conditions. Rather, reviewing committees and individuals must assess not only the individual's progress in meeting the minimum standards relating to teaching, research and service but also the overall contribution of the individual to the University, the College, the Department, and the academic discipline. Of course, the hope of the College is that every new faculty member will become successful, respected, valued, and accomplished and will receive tenure.
- 2.1.3 The criteria that follow are sufficiently flexible to accommodate differences among departments within the College and differences among individuals within those departments. Departments within the College may develop policies that specify unique criteria provided they are consistent with those contained in this document and consistent with the general guidelines and policies of the University.
- 2.1.4 In what follows, some requirements to meet the necessary conditions for promotion and/or tenure are described as "essential" and others are described as "desirable". Meeting desirable criteria shall not substitute for meeting essential criteria.

## **2.2 Research and Publications**

### **2.2.1 Refereed Journal Articles**

Publications that make a significant contribution to the candidate's field are essential for promotion and/or tenure. Publishing articles in prestigious, peer-refereed journals provides the best evidence of such contributions. Manuscript quality shall be judged by peer evaluations both from within and outside of the College where appropriate. A manuscript fully and unconditionally accepted for future publication, but not yet appearing in print, shall be treated as a published article in the journal for which it is accepted.

### **2.2.2 Books/Monographs**

The scope and overall contribution of any book or monograph shall determine its weight in the promotion and/or tenure process. Edited books or edited proceedings shall be given minimum weight. Special consideration shall be given to books/monographs that extend the frontiers of knowledge. In general, books/monographs are desirable but not essential for promotion and/or tenure.

### **2.2.3 Other Research Outlets**

The presentation of competitive professional papers at nationally recognized academic conferences carries some weight in the promotion and/or tenure review process, especially if published in proceedings of those conferences. However, that weight is small and such papers are certainly not a substitute for refereed journal articles. Technical reports and research in progress but not yet submitted for publication are typically not considered in the promotion and/or tenure review process. Other types of publications (e.g., chapters in research annuals) may be considered in the review process, their weight determined by the quality and distinctiveness of the specific contribution.

## **2.3 Teaching Effectiveness and Instructional Contributions**

- 2.3.1 The demonstration of effective teaching performance and of a contribution to the overall quality of instructional effort is an essential but not a sufficient condition for promotion and/or tenure. The elements to be considered shall include, but not necessarily be limited to:
- (a) student evaluations
  - (b) course development and teaching innovations
  - (c) course load and range of teaching competencies at all levels of instruction (i.e., undergraduate, MBA, and doctoral)
  - (d) general facilitation of student development, including significant contributions on doctoral advisory and dissertation committees, facilitation of doctoral student publications, participation in curriculum development, maintenance of high academic standards, fair and equitable treatment of students, advisement of student organizations, etc.
- 2.3.2 The reviewing committees and individuals shall examine both quantitative and qualitative evidence of teaching effectiveness. Classroom performance is especially important in an evaluation to promote from Assistant to Associate Professor and to award tenure. In addition to classroom performance, facilitation and direction of doctoral student research is an important factor in an evaluation to promote to Full Professor.
- 2.3.3 In the event of prior teaching experience, instructional contributions and evidence of teaching effectiveness at the University of Houston shall be emphasized by the reviewing committees and individuals. An exception shall be made if the candidate can demonstrate that a prior contribution (e.g., a developed course) has benefited or may benefit the University of Houston.
- 2.3.4 At the discretion of reviewing committees and individuals, instructional contributions and teaching effectiveness during the period of the current rank of the candidate at the University of Houston may be weighted more heavily than instructional contributions and teaching effectiveness prior to that current rank.

## **2.4 Service**

### **2.4.1 Department, College, and University Contributions**

Service to the Department, the College, and/or the University is essential for promotion and/or tenure. The reviewing committees and individuals shall evaluate the individual's service contributions on the basis of degree of participation and on the quality of those contributions. The contributions shall include but not be limited to:

- (a) significant committee assignments
- (b) program and curriculum development
- (c) generation of funds
- (d) administrative service for which release time was granted

Although service contributions are not sufficient for promotion and/or tenure, candidates for Full Professor shall be carefully evaluated on the basis of their service to the Department, College, and University and the leadership roles they have assumed in those service activities.

In the event of a prior academic appointment, institutional service at the University of Houston shall be emphasized by reviewing committees and individuals.

### **2.4.2 Professional Contributions**

Service to local, regional, and national business and professional organizations shall be considered by the committees and individuals that review an individual for promotion and/or tenure.

Membership in a professional organization, by itself, is not deemed a service contribution in this category. Active participation and leadership roles through offices held, speeches given, committee assignments, journal editorial assignments etc., do represent a service contribution in this category. Professional contributions are desirable at all levels of promotion, but shall be considered more important for promotion to Full Professor than for promotion to Associate Professor.

### **2.4.3 Community Contributions**

Community service shall be considered desirable in a promotion/tenure review, it being more desirable in a decision to promote to Full Professor. Since the scope

of community service is broad, the reviewing committees and individuals shall have discretion in determining the relevance and importance of community service activities. Included among the more important activities are serving on working committees and boards of directors of significant community groups, unpaid consulting to community organizations, and public service volunteerism to local/national governmental agencies. For community service to be considered in a promotion and/or tenure decision, that service must have specifically resulted because of the faculty member's academic expertise or because of the person's affiliation with the College or University. Excluded is service that is unrelated to the individual's academic expertise or faculty role.

## **2.5 Summary**

Reviewing committees and individuals shall recommend whether the privilege of promotion and/or tenure be extended to an eligible candidate. In no case shall a favorable recommendation be made if acceptable standards of teaching, research, and service have not been achieved by the candidate in the judgment of those committees and individuals. Candidates must demonstrate significant scholarship and academic achievement.

In the case of promotion to Full Professor, the candidate must also demonstrate clear evidence of academic leadership and national visibility. The promotion to Full Professor shall be regarded as a mark of major contribution and scholarship in teaching, research, and service.

## **3. DEPARTMENTAL PROMOTION AND TENURE REVIEW PROCEDURES**

### **3.1 General**

Each department shall have a Departmental Promotion and Tenure Committee to evaluate each candidate's qualifications for promotion and/or tenure and to make a recommendation regarding that action.

### **3.2 Composition of Departmental Promotion and Tenure Committees**

- 3.2.1** The Departmental Promotion and Tenure Committee shall consist of five tenured faculty members. The department chairperson and other tenured faculty holding college or university administrative positions may not serve on this committee. If a department is unable to provide five qualified faculty, then members may be chosen from other departments in the College.

- 3.2.2 The committee shall be constituted by April 9 preceding the academic year of review. Three of the five members of the committee shall be elected by the tenured faculty members of the department. The remaining two members shall be appointed by the departmental chairperson. In the event that the departmental chairperson is a candidate for promotion and/or tenure, the Dean shall appoint the two members. At least two of the five members shall have served on the committee the previous year. Should the elected members not provide for this requirement, the chairperson's appointments shall be constrained to insure that two members shall have served the previous year.
- 3.2.3 Each committee member shall serve a two-year term. (Initial formation of a committee shall have some members serving one-year appointments in order to insure staggered terms.) There is no maximum number of consecutive terms a member may serve. In the event that a committee member resigns or is unable to serve, a replacement shall be selected to meet the conditions of Section 3.2.2. The replacement may be elected or appointed to serve out the original member's term or be elected or appointed as a temporary replacement for a semester or a year.
- 3.2.4 At the first committee meeting in April of each year, a committee chairperson shall be elected to serve for that evaluation cycle (April-March).

### **3.3 Committee Review**

- 3.3.1 Faculty shall notify their chairperson in writing that they wish to be considered for promotion and/or tenure. This notification shall be submitted no later than April 2. If a tenure review is mandatory because of the approaching end of the probationary period (e.g., April of the fifth year in a normal seven year probationary period) this requirement for notification is waived. Such a review shall proceed as required unless the chairperson receives a letter of resignation from the candidate.
- 3.3.2 Faculty to be reviewed shall submit to the Departmental Promotion and Tenure Committee: (1) a list of six appropriate external evaluators generated in accordance with Section 3.4 of this document, (2) six identical sets of a sample of the candidate's published research to be reviewed by external evaluators, and (3) six copies of a current vita and a research statement describing the candidate's program of research and how published work and work in progress advance it. In the absence of single authored articles, the candidate shall supply evidence conveying relative contribution. This material shall be submitted by April 16.



- 3.3.3 The candidate shall submit three copies of a complete dossier of promotion and tenure materials to the Departmental Promotion and Tenure Committee chairperson by the required date. It is the candidate's responsibility to ensure that these materials are complete and in the format prescribed by the Office of the Provost's *Promotion and Tenure Guidelines*.
- 3.3.4 By the required date, the Departmental Promotion and Tenure Committee shall provide the candidate with a copy of its written recommendation regarding promotion and/or tenure. That recommendation may be reflected in the results of a secret ballot vote of the committee, but it is not required to be reflected in that manner.
- 3.3.5 In the event of a negative recommendation, the candidate may ask, within two working days of receipt of the committee's recommendation, for a reconsideration of the committee's decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the review body. The request must be made in writing to the committee chairperson.

The rebuttal and/or new evidence may be presented in writing or in person, at the option of the candidate, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The review body shall respond in writing. A record of the response of the committee shall be forwarded to the next level of evaluation.

New employment appointments that would result in an individual's being given tenure for the first time will be submitted to, and considered by, the committee. While external letters will be solicited using a process as similar as possible to the process for other promotion/tenure candidates, including the university requirement of arms-length external reviewers, the timetable will be expedited to the extent possible.

### **3.4 Procedures for External Evaluations**

- 3.4.1 External evaluations shall be solicited for every promotion and/or tenure review. In order to make appropriate decisions at each level of the review process, it is important that external evaluations be solicited from well qualified and objective scholars outside the College. To the extent allowed by law, external evaluations shall be confidential and are intended to be read only by reviewing committees and individuals and eligible voting faculty, excluding the candidate for promotion.

- 3.4.2 As required by the Office of the Provost's *Promotion and Tenure Guidelines*, external reviewers shall meet UH criteria regarding "arm's length" referees. The Departmental Promotion and Tenure Committee shall determine if each prospective external reviewer meets the "arm's length" test.
- 3.4.3 The list of prospective external academic reviewers shall be assembled in the following manner: (1) the candidate shall submit to the Departmental Promotion and Tenure Committee chairperson a list of six appropriate external evaluators. (2) the Departmental Promotion and Tenure Committee shall independently prepare a list of six external reviewers.
- 3.4.4 The candidate for promotion and/or tenure shall provide in his or her materials a brief description of the qualifications of each external reviewer on the candidate's list; this shall include the name, title, rank, position, and institutional affiliation of the person in accordance with the Provost's *Promotion and Tenure Guidelines*. These descriptions shall be subject to the approval of the Departmental Promotion and Tenure Committee.
- 3.4.5 At least six external reviewers shall be selected in the following manner: (1) names appearing on both the candidate's list and the committee's list shall be selected, (2) the candidate shall be allowed to eliminate (i.e., strike) one remaining name from the list of six prepared by the committee, and (3.) the committee shall then select the necessary additional reviewers from the names remaining on each list, ensuring that at least three names from each list are selected. A name selected because it appears on both the candidate's list and the committee's list shall be counted as one from each list.
- 3.4.6 The Dean shall write to the selected external reviewers asking their assistance. Upon receipt of the external review, the Dean shall also write the necessary letter of acknowledgement and appreciation to the reviewer.
- 3.4.7 All external reviews that are received shall be place in the candidate's dossier. If fewer than three are received from the initial mailing of six, the Dean shall solicit reviews from the additional names selected in 3.4.5 until a minimum of three reviews are received.
- 3.4.8 At the option of the candidate, non-academic external evaluations may also be employed in the review process. However, these non-academic references supplement, rather than replace, the external academic evaluations.

### **3.5 Departmental Vote**

- 3.5.1 No later than the required date, the Departmental Promotion and Tenure committee shall provide to the full voting faculty of the department its final recommendation. All promotion and tenure and any materials used by the committee in the evaluation and any materials used in a reconsideration by the committee shall also be made available for review by the voting faculty.
- 3.5.2 Eligible "voting faculty" are those faculty members within the department who have attained tenure in the Bauer College of Business at the University of Houston. In the case of a promotion involving a tenured professor, the candidate is ineligible to vote and is excluded from the voting faculty for that recommendation. In addition, tenured faculty of equal or lesser rank shall not vote on candidates for higher ranks. For example, only persons having achieved the rank of full professor shall vote on persons requesting promotion to the rank of full professor.
- 3.5.3 Each eligible member of the voting faculty shall have the opportunity to vote a recommendation for or against the promotion and/or tenure of the candidate. The vote shall be by secret ballot and the process shall be initiated and supervised by the chairperson of the Departmental Promotion and Tenure Committee. Each member of the voting faculty must vote at the lowest level possible, and persons involved at multiple levels of the review process shall recuse from all subsequent votes occurring at higher levels. As such, in those departments where the Department Promotion and Tenure Committee votes, members of that committee shall not vote during the general departmental vote. The department chairperson and the Dean of the Bauer College of Business shall not cast a vote at the department level. The actual vote count shall be recorded on the face sheet in the candidate's dossier. A favorable recommendation requires a majority of total votes cast by all those voting in the department, at the committee level or beyond. Abstentions do not count as cast votes, but the number of abstentions shall be reported.
- 3.5.4 The procedure described in 3.3.5 permitting the candidate to request a reconsideration of a negative vote shall apply to the vote of the departmental faculty as described in that earlier section. If requesting a reconsideration, the candidate shall communicate the request to the chairperson of the departmental promotion and tenure committee, who will convene the voting faculty to meet as a committee and consider the written or personal communication of the candidate, then respond in writing to it

3.5.5 Subsequent to any vote, or after a reconsideration, the chairperson of the Departmental Promotion and Tenure Committee shall communicate the results of the vote to the candidate and to all eligible voting faculty.

3.5.6 The chairperson of the Departmental Promotion and Tenure Committee shall forward results of the departmental vote, the written committee recommendation, and all promotion and/or tenure materials and any materials related to a reconsideration to the College Promotion and Tenure Committee by the required date.

### **3.6 Department Chairperson Recommendation**

3.6.1 Subsequent to the departmental vote and any reconsideration, the chairperson of the department shall prepare a letter to the Dean containing a recommendation for or against the candidate's promotion and/or tenure. The chairperson shall be permitted to provide this recommendation for all cases, including those for persons being considered for equal or higher ranks. In order to assist in the preparation of this recommendation, the chairperson shall be provided access to all materials being forwarded to the Dean by the Departmental Promotion and Tenure Committee as outlined in section 3.5.6.

3.6.2 In the event of an unfavorable recommendation, the candidate shall have the opportunity to request a reconsideration. The chairperson's recommendation and any materials related to a reconsideration shall be forwarded to the Dean by the required date, as specified in the Promotion & Tenure Review Schedule, and also to the College Promotion and Tenure Committee.

## **4. COLLEGE PROMOTION AND TENURE REVIEW PROCEDURES**

### **4.1 General**

A College-wide committee shall independently evaluate all promotion and/or tenure candidates and make recommendations to the Dean. The Dean shall also prepare a recommendation for the Senior Vice President and Provost regarding each candidate.

### **4.2 College Promotion and Tenure Committee Membership**

4.2.1 The seven members of this committee shall be chosen in the following manner: (1) the tenured members of each academic department shall elect one member, and (2) the Dean shall select two "at-large" members.

- 4.2.2 The committee shall be comprised of only tenured Full Professors. In no event shall: (1) more than two members from any academic department be on the committee, and (2) nor shall any college or university administrator be on the committee.
- 4.2.3 The term of appointment is three years, with terms staggered so as to provide continuity of membership. There is no limit to the number of consecutive terms that can be served. In the event that a committee member resigns or is unable to serve, a replacement shall be elected, or, in the case of an “at-large member” selected to meet the conditions of Sections 4.2.1 and 4.2.2. The replacement may be appointed to serve out the original member's term or be elected or, in the case of an “at-large” member, selected as a temporary replacement for a semester or a year.
- 4.2.4 The committee chairperson shall be selected by vote of the committee at the beginning of the annual evaluation cycle in the Fall.
- 4.2.5 New employment appointments that would result in an individual’s being given tenure for the first time will be submitted to, and considered by, the committee.

#### **4.3 Committee Recommendation**

- 4.3.1 The committee shall have access to the promotion and tenure materials and all prior recommendations forwarded by the departments to the Dean.
- 4.3.2 By secret ballot, the committee shall vote for or against the promotion and/or tenure of each candidate. Each member of the committee must recuse him/herself from voting on any case which involves a candidate from the member's own department. The actual vote count shall be recorded, and a favorable recommendation requires a majority of total votes cast. Abstentions do not count as cast votes. The recommendation, as reflected by the vote count, may be accompanied by comments by the committee supporting that recommendation.
- 4.3.3 In the event of an unfavorable vote, the candidate shall have the opportunity to request a reconsideration.
- 4.3.4 Subsequent to the vote and any reconsideration, the chairperson of the College Promotion and Tenure Committee shall communicate the recommendation and any materials associated with a reconsideration to the Dean by the required date.

#### **4.4 Dean's Review**

- 4.4.1 Subsequent to the College Promotion and Tenure Committee's vote and any reconsideration, the Dean shall prepare, by the required date as specified in the Promotion & Tenure Review Schedule, a letter to the Senior Vice President for Academic Affairs and Provost containing a recommendation for or against the candidate's promotion and/or tenure.
- 4.4.2 In the event of an unfavorable recommendation, the candidate shall have the opportunity to request a reconsideration.
- 4.4.3 All recommendations generated by the policies set forth in this document and any materials associated with any reconsideration shall be added to the promotion and tenure materials and this dossier shall be forwarded to the Provost by the required date.

#### **4.5 A Summary of Important Deadlines**

The following represents a summary of important deadlines contained in Sections 3 and 4 of this document

- April 2 - Deadline for a faculty request for a promotion and/or tenure review.
- April 9 - Deadline for a Departmental Promotion and Tenure Committee to be formed.
- April 16 - Deadline for the candidate to submit a list of proposed external reviewers, samples of published research, and copies of current vita.

Further deadlines are those imposed by the Provost and distributed by the Bauer College Associate Dean for Academic Affairs to all.

## **ANNUAL REVIEWS DURING THE PROBATIONARY PERIOD**

### **5.1 General**

5.1.1 During the probationary period of employment, the University reserves the right not to renew the appointment of any faculty member. Nonreappointment refers to a situation in which a nontenured faculty member is not offered the next successive contract for employment at the end of a stated employment period (see the University of Houston *Faculty Handbook*).

5.1.2 Annual reviews of faculty serving probationary appointments shall be conducted in accordance with this section.

### **5.2 Annual Reviews Except that of the Third Year of a Probationary Period**

5.2.1 Faculty serving a probationary appointment shall provide the chairperson of the department a current vita and set of published research products, submitted manuscripts, descriptions of work in progress, and, at the option of the faculty member, a research plan, no later than January 15. This set shall be in addition to any sets required at the same time for the merit review process.

5.2.2 In consultation with the Departmental Promotion and Tenure Committee, the department chairperson shall prepare by January 31 a letter to the Dean recommending continuation of employment or nonreappointment.

5.2.3 In the event of an unfavorable recommendation, the candidate shall have the opportunity to request a reconsideration.

5.2.4 In the event of a negative department chairperson recommendation, and only in this event, all materials shall be formally considered by the Departmental Promotion and Tenure Committee. A letter of recommendation to the Dean shall be prepared by this committee no later than the required date.

5.2.5 Also in the event of a negative department chairperson recommendation, and only in this event, the materials and prior recommendations shall be considered by the College Promotion and Tenure Committee. A letter of recommendation to the Dean shall be prepared by the required date.

5.2.6 In the event of a favorable department chairperson recommendation with which the Dean concurs, no further action shall be required.

5.2.7 In the event that the Dean recommends a nonrenewable contract, by May 1 this recommendation shall be communicated to the faculty member and to the Senior Vice President for Academic Affairs and Provost for review in accordance with University policy.

5.2.8 If the Dean's recommendation is negative, the candidate shall have the opportunity to request a reconsideration.

### 5.3 **Review in the Third Year of a Probationary Appointment**

5.3.1 Review in the third year is intended to be more extensive than those in other probationary years. Third year reviews shall: (1) require a Departmental Promotion and Tenure Committee recommendation in all cases; (2) require a College Promotion and Tenure Committee recommendation in all cases; and (3) require more extensive documentation from the faculty member under review.

5.3.2 Faculty serving the third year of a probationary appointment shall provide the chairperson of the Departmental Promotion and Tenure Committee a dossier of materials similar to that required of candidates for promotion and/or tenure by the Office of the Provost's *Promotion and Tenure Guidelines*. However, no "face sheet" or external letters of recommendation shall be required. This packet should also include a research statement, as described in 3.3.3, and in the absence of single-authored articles, the candidate shall supply evidence conveying relative contribution. The candidate also shall supply copies of letters from editors regarding publications under revision.

5.3.3 By the required date, the Departmental Promotion and Tenure Committee shall provide the candidate with a copy of its a written recommendation regarding continuation in the tenure track. That recommendation may be reflected in the results of a secret ballot vote of the committee, but it is not required to be reflected in that manner.

5.3.4 In the event that the committee recommends against reappointment, the candidate shall have the opportunity to request a reconsideration.

5.3.5 The Departmental Promotion and Tenure Committee shall forward its recommendation and any materials associated with a reconsideration to the department chairperson. This shall occur no later than the required date. The chairperson shall prepare a letter to the Dean containing a recommendation for or against the candidate's reappointment.



- 5.3.6 In the event of an unfavorable chairperson recommendation, the candidate shall have the opportunity to request a reconsideration.
- 5.3.7 The chairperson's recommendation and any materials associated with a reconsideration shall be forwarded to the Dean no later than the required date.
- 5.3.8 The College Promotion and Tenure Committee shall have access to the third year review materials and all prior recommendations forwarded by the departments to the Dean.
- 5.3.9 By secret ballot, the College Promotion and Tenure Committee shall vote for or against the faculty member's continuation in the tenure track. Representatives of the candidate's department must recuse themselves from the College Promotion and Tenure Committee vote. The actual vote count shall be recorded, and a favorable recommendation requires a majority of total votes cast. Abstentions do not count as cast votes. The recommendation, as reflected by the vote count, may be accompanied by comments by the committee supporting that recommendation.
- 5.3.10 In the event of an unfavorable vote, the faculty member under review shall have the opportunity to request a reconsideration.
- 5.3.11 Subsequent to the vote and any reconsideration, the chairperson of the College Promotion and Tenure Committee shall communicate the recommendation and any materials associated with a reconsideration to the Dean by the required date.
- 5.3.12 Subsequent to the College Promotion and Tenure Committee's vote and any reconsideration, the Dean shall make a recommendation regarding reappointment. If that recommendation is positive, no further action is required. If that recommendation is for nonreappointment, the Dean shall prepare a letter to the Senior Vice President for Academic Affairs and Provost containing that recommendation.
- 5.3.13 In the event of an unfavorable recommendation, the faculty member under review shall have the opportunity to request a reconsideration.
- 5.3.14 If a recommendation to nonreappoint prevails, all review materials and materials related to a reconsideration shall be forwarded, by the required date as specified in the Promotion & Tenure Review Schedule, to the Senior Vice President for Academic Affairs and Provost for review in accordance with University policy.

- 5.3.15 At the discretion of the Dean, in exceptional circumstances, a decision to reappoint may carry the stipulation that the reviewed faculty member undergo a fourth year review under the more extensive requirements of the third year review (as contained in this section) rather than under the normal requirements as contained in Section 5.2.
- 5.3.16 At the discretion of the Dean, a faculty member who was appointed with a five year probationary period may be required to have the more extensive requirements of the third year review (as described in this section) conducted in the second year of the probationary period rather than in the third year.

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Amended by the faculty of the Bauer College of Business [04/29/08]