

**A**ppointment

**P**romotion

*and*

**T**enure

**G**uidelines

Approved:

*James V. Mohr* 8/22/2007  
Provost Date



SCHOOL OF INFORMATION SCIENCES

UNIVERSITY OF PITTSBURGH

Effective September 1, 2007  
Revised July 25, 2007

# ***APPOINTMENT, PROMOTION AND TENURE GUIDELINES***

This document interprets University guidelines in terms relevant to the faculty in the School of Information Sciences. The document has three parts: Parts I and II describe criteria for appointments for faculty at all levels. Part III describes the procedures for the promotion and tenure process.

## ***PART I***

### ***APPOINTMENT***

The criteria for appointment to the faculty of the School of Information Sciences (SIS) are based upon the provisions and regulations set forth for appointment by the University.<sup>1</sup> Nothing in this document is intended to conflict in any way with established University policy. The criteria instead are intended to place in convenient form procedures already in use in appointment to the faculty of the School.

Appointment of properly qualified members of the faculty is of paramount importance to the continuation of SIS as a leader in our field. It is essential, therefore, that those appointed possess not only the stated qualifications, but also those qualities that make for a good teacher, an energetic researcher, and a leader in the profession with an ability to pursue excellence in the educational and research goals in our field.

Faculty search committees should examine carefully those persons whose names come before them to assure, insofar as possible, that they will be effective in dealing with students and colleagues and that they possess interest in and the potentiality for contributing to teaching and research programs of the School.

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<sup>1</sup> University of Pittsburgh Handbook for Faculty, Section II, 2006.

## SIS Promotion and Tenure Guidelines

Teaching, research, service, educational, and professional qualifications represent the qualitative criteria upon which appointment is based. The evaluation of these factors is of such importance that every effort should be made to gather supporting data concerning education; work experience; publication; grant proposals prepared and research directed, or in progress; course evaluations; student evaluations; and professional activities, as demonstrated by membership in professional organizations and participation in their governance and activities.

Faculty members in a professional school have particular responsibility to their students. Candidates for appointment to the faculty should exhibit an enthusiasm for the profession. Consideration should also be given in a professional school to the actual work experience of candidates for appointment to the teaching faculty.

SIS has a responsibility to see that its faculty members are sufficiently diversified to cover all essential areas of the curriculum; therefore, the teaching and research interests of a prospective faculty member should fit the needs of the School not only in terms of current curriculum demands, but also in planning for future developments. This may mean highly qualified persons with all requisite and desirable traits may have to be rejected because their areas of interest and competence are already represented within the faculty.

### ***APPOINTMENT OUTSIDE THE TENURE STREAM***

#### ***PREFIXES:***

Appointments with the following prefixes to the following ranks are outside the tenure stream:

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|------------------|---|
| <b>VISITING:</b> | One whose appointment is on a temporary basis, usually for not more than one academic year.   |
| <b>RESEARCH:</b> | One whose primary assignment or contribution is investigative, and who is not ordinarily expected to undertake regular teaching responsibilities.   |
| <b>ADJUNCT:</b>  | One whose primary employment is not within an academic unit of the University, but who is fully qualified professionally and who performs on a part-time basis, duties which would otherwise be assigned to members of the full-time faculty. It is possible that an adjunct member could be hired on a full-time basis for a specific period of time. In such cases the person would be granted visiting status. |

## SIS Promotion and Tenure Guidelines

### **RANKS:**

**LECTURER:** The term should be used to designate those whose responsibilities are limited and defined in the letter of appointment and who lack the full academic qualifications for a rank of assistant professor.

**PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, or INSTRUCTOR:**

Faculty members who are not expected to perform the same range of duties expected of a tenure stream member of the faculty or to make the same contributions to the University community and who are agreeable to a non-tenure stream appointment without the implication of tenure.

### ***APPOINTMENTS IN THE TENURE STREAM***

The ranks of professor, associate professor, assistant professor and instructor comprise the tenure stream. Part-time faculty who serve at least on a half-time basis are eligible for tenure-stream appointments under University Guidelines.<sup>2</sup> In rare instances, the requirement of a doctorate, as listed below, may be satisfied through accomplishments that can be considered a reasonable substitute for formal study. The University has established minimum criteria for each of the tenure stream ranks, and these are included under each of the ranks listed in the following section.

## ***PART II***

### ***CRITERIA FOR APPOINTMENT AND TENURE***

#### ***INSTRUCTOR***

The instructor should have a doctorate or the highest appropriate professional degree, or provide evidence that he or she is successfully pursuing such a degree and expects to receive it within reasonable time. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends upon a number of factors, including satisfactory scholarly progress, effective teaching, and a demonstrated interest in and ability to pursue an academic career.

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<sup>2</sup> Faculty Handbook, Article V.

## SIS Promotion and Tenure Guidelines

### **ASSISTANT PROFESSOR**

#### **SIS Criteria for Appointment or Promotion**

An assistant professor should evidence demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would enable him or her to make a comparable academic contribution. The assistant professor should possess a doctorate or appropriate professional degree. He or she should exhibit promise of originality and excellence in an appropriate scholarly field connected with teaching, writing, research, and should have demonstrated ability in guiding and counseling students.

To be appointed or promoted to an assistant professorship, a person should have demonstrated the potential for promotion to associate professor.

#### **Qualifications**

Educational	Holds a doctorate (or equivalent) in a related specialty appropriate to the field. (Examples of evidence: transcripts and academic recommendation.)
Teaching	Shows promise of being a successful educator. (Examples of evidence: recommendations from teachers, statements of personal goals for the future, evaluation of previous teaching experience, interview, etc.)
Research	Has research interests in areas related to teaching specialty. (Examples of evidence: statement of concerns; plans for future work; publications, including books, published or unpublished reports, articles, research proposals, research funding, dissertation.)
Service	Indicates desire to participate individually and as a member of an educational team to design creative and effective educational experiences, and demonstrates a commitment to professional activities. (Examples of evidence: recommendations and interview statements, work experience, committee assignments, offices held.)

**ASSOCIATE PROFESSOR**

**SIS Criteria for Appointment or Promotion**

An associate professor should possess a doctorate or appropriate professional degree, and have substantial experience in teaching and research or applicable professional experience. The person should show a capacity and willingness to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and member of his or her profession. He or she should also have progressed in attaining eminence in a scholarly or professional field.

An associate professor must display consistently mature performance in course and curriculum planning, in guiding and counseling students and younger staff members, and in participating in the activities of the University.

**Qualifications**

Demonstrated excellence in the following areas qualifies a person to be considered for tenure or promotion.

- Educational Holds a doctorate or appropriate professional degree conferred for research in the field.
- Teaching Has demonstrated accomplishments as an educator and the promise to continue to be effective, including knowledge of subject matter and the ability to motivate students. (Examples of evidence: course materials, evaluations by students and fellow faculty, teaching awards, demonstrated ability in course and curriculum planning and in guiding and counseling students and junior colleagues, and development of education and training projects.)
- Research Stature as a researcher may be measured by funded research, quantity and quality of publications, invitations to present results at the national and international level, and by the evaluation of highly-regarded individuals in the candidate's field. There must be evidence that the candidate has published in significant scholarly venues such as journals, conferences and/or monographs. (Examples of evidence: letters from scholars external to the School, published articles and books, inclusion in conferences as speaker or moderator, activity and success in obtaining support for research, plans for future research, evidence of impact of the candidate's work, research awards, preparation and supervision of workshops and institutes. In addition, published reviews of the candidates work may be included.)

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Service Has demonstrated a strong commitment to professional activities and/or has participated in activities of service to the School, University and the wider community. (Examples of evidence: recognition through appointment as a consultant or committee member by national organizations, election to an office in a national organization, awards, national recognition in the profession, service on review panels, committee involvement, community service of relevance to the University, and leadership and administrative responsibilities, reviewing manuscripts for professional conferences and journals, serving on review panels for granting organizations like the National Science Foundation.)

### **PROFESSOR**

#### **SIS Criteria for Appointment or Promotion**

The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. To be considered for this rank, the candidate must have attained excellence in his or her field through research, writing, professional practice, and leadership in professional and learned organizations, as well as having exceeded the standards described for ranks previously mentioned. Evidence of qualifications in each of the three areas listed below is required.

#### **Qualifications**

- Teaching In addition to the demonstrated accomplishments as an educator required for an associate professor, promotion to professor requires demonstration of continued growth as an educator and as an interpreter of the field of study. There should be evidence that the candidate has contributed to his or her field through the graduation of research students, and evidence related to these graduates may be a significant part of the dossier.
- Research A Professorship recognizes a more fully-developed and mature impact on the research community than that expected of an Associate Professor. As with Associate Professors, stature as a researcher may be measured by funded research, quantity and quality of publications, invitations to present results at the national and international level, and by the evaluation of highly-regarded individuals in the candidate's field. There must be evidence that the candidate has published in significant scholarly venues such as journals, conferences and/or monographs, and is widely known for his or her expertise in the field of study.

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**Service** In addition to participation in governance at the school and university level, the contribution of a professor to his or her field should show a significant record of service to the field of study at the national or international level. This may include editorship of a journal or issues of a journal, conference organization, chairing a committee or holding executive office in a professional organization, serving on program committees for major conferences, reviewing manuscripts for professional conferences and journals, and serving on review panels for granting organizations like the National Science Foundation. Invitations to participate at the national and international level constitute significant evidence.

### ***PART III***

#### ***REAPPOINTMENT, PROMOTION AND TENURE***

Within the School of Information Sciences promotion and tenure are recommended to the Provost for demonstrated excellence together with the promise of continued excellence in scholarship, in whatever form that scholarship takes. Teaching and research, the two principal functions of the University, are also the two principal forms of faculty activities. The relationship between the two is complex, and no single formula could serve as an adequate guide in every tenure case. The School should be concerned with advancing knowledge as well as teaching students, but the balance between research and teaching need not be the same for every faculty member. Although the balance may be shaped over time by the faculty member, it must be justified to the University when the faculty member stands for tenure. Excellence in research should not excuse incompetence in teaching, and teaching that is not founded in scholarship can make no claim to excellence.

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In judging excellence, the indispensable ingredient for promotion should be creativity or intellectual vitality as reflected in the candidate's teaching, and in the candidate's contribution to the advancement of knowledge or in his or her creative activity. Vitality is best revealed through the candidate's activities--classroom performance, research, writing, and service. These should be assessed for the evidence they reveal of intellectual power and originality. Quantitative measures of productivity, however useful, are not substitutes for qualitative judgments. While collegiality is highly valued, it is, in itself, not a sufficient condition for promotion. Evaluations of the candidate's record of achievement will be used primarily to judge future promise. Elements of this evaluation shall include the quality and originality of the candidate's contributions to the advancement of knowledge, the candidate's status with respect to the standards of excellence in the discipline, and performance as a teacher.

The determination of excellence is basically a peer judgement that is informed by external scholars and is a responsibility of the faculty. The procedures set forth in this document provide a framework wherein all aspects of creative scholarship are to be evaluated.

Tenure may be awarded only to professors and to associate professors. Tenure shall be held by a faculty member only in the School where it is granted.

The procedures for promotion and tenure in the School of Information Sciences are described below. The promotion and tenure process may be initiated by the Dean or the candidate. In the case of the latter, the candidate must do so by communicating in writing to the Dean. The list of candidates must be complete by April 30th of the academic year prior to the one in which the promotion and tenure case will be considered and shall be publicized to the full time SIS faculty.

### ***Faculty Dossier***

From the time of first appointment, each faculty member shall maintain a dossier for the purpose of providing evidence that the tenured faculty may use in deciding questions of renewal or promotion. The dossier shall include material bearing on the faculty member's teaching and research or creative activity, and service to the School, the University, the community and the profession.

Materials on teaching should be collected for inclusion in the dossier, so that the faculty member's colleagues will have sufficient information to make sound evaluations of teaching effectiveness. These materials may include course materials (such as syllabi, course descriptions, reading lists, etc.), peer evaluations, student evaluations, and self-evaluations by the faculty member.

It shall be every faculty member's continuing responsibility to keep the dossier up to date in regard to research activities. The faculty member should include copies of

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published work and, at the faculty member's discretion, copies of samples of work in progress. The dossier should contain a record of publications or other public demonstrations of achievement, a record of research grants and other awards received by the faculty member, and reviews of published work and comments by others in the faculty member's special field.

The dossier should include a summary of the faculty member's professional activities apart from research and publication, including attendance at conferences, presentation of papers, participation in cooperative projects, etc. The dossier should also include any evidence of professional recognition, such as election to office in professional associations. Similarly, the dossier should contain a current record of the faculty member's extra-scholarly contributions to the School, the University, the community and the profession. This record may include a summary of committee memberships, elective posts held, community activities, etc.

The Dean shall inform every faculty member of his or her obligations in regard to keeping the dossier current and complete.

### ***Review of Tenure Stream Faculty for Reappointment***

A formal review of each tenure stream appointee in the School will be initiated by the Dean or at the request of the faculty member. Such review will be completed by the end of the third year as part of the reappointment process. Additional reappointment reviews may occur using a less formal process than outlined here.

The objectives of the formal review are:

- a. To assure that tenure stream appointees are formally advised by their senior peers through the dean and/or program chair of their progress and accomplishment in terms of the criteria to be applied in making a recommendation for reappointment, promotion, and/or tenure.
- b. To acquaint peers with the activities and interests of the faculty member in the context of promotion and tenure requirements.

The faculty member should provide evidence of accomplishments. Evaluative statements from external sources are not normally submitted as part of the review unless the senior faculty specifically request statements from external referees.

The Dean will convene the review meeting and ensure that the faculty have sufficient time in advance of the meeting to review all credentials and evidence. This meeting shall consist of an open and a closed session. In the open session the faculty member presents an overview of accomplishments to the faculty and doctoral students. This presentation should include a detailed discussion of the faculty member's research program and teaching portfolio. The closed session will consist of tenured faculty in SIS

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who attended the open session; they vote on a proposed action and make recommendations to the Dean regarding the faculty member under review.

It is the obligation of the Dean to draft a brief written summary of the outcome of the reappointment review, including the record of the vote and the recommendations, to circulate the draft for the approval of those faculty who participated in the reappointment review, and to provide the candidate with the summary, approved by the faculty participating in the review. The summary should be sufficiently detailed to indicate the consensus of the faculty with respect to progress in meeting University and School criteria for promotion, together with any specific suggestions regarding ways in which the individuals reviewed might strengthen their record of achievement.

### ***Review of Non-Tenure Stream Faculty for Reappointment***

A formal review of each non-tenure stream appointee in the School will be initiated by the Dean or at the request of the faculty member. Such review must be completed by the end of the year prior to the expiration of the faculty member's contract. Progress reviews may be conducted during the contract period at the request of the faculty member.

The objectives of the formal review are:

- a. To assure that each non-tenure stream appointee is meeting the contract requirements.
- b. To assure that each non-tenure stream appointee is growing professionally.
- c. To assure that each non-tenure stream appointee is making progress toward their next career stage.

The faculty member should provide evidence of accomplishments. At a minimum, this evidence should enable the reviewers to determine whether contract requirements are being or have been met. Examples of this evidence include:

1. A Curriculum Vitae which includes:
  - a. Education
  - b. Professional employment and experience
  - c. A list of publications categorized into separate groupings which include:
    1. Refereed journal papers
    2. Abstracts
    3. Books
    4. Chapters in edited books
    5. Conference papers and proceedings
    6. Monographs

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7. Textbooks
  8. Technical reports, and
  9. Unpublished presentations
- d. A list of proposals submitted including name of agency or organization, level and period of support and role of the candidate (PI or co-PI). Names of co-PIs, if any, should be provided. For each proposal, a brief summary of the nature of the research would be very helpful. Indicate which were funded and the level of funding, if different from the submitted proposal.
  - e. Honors and awards
  - f. Invited lectures
  - g. Seminar presentations at other institutions
  - h. Information on professional service including:
    1. University and School committees
    2. Professional activities, such as invited participation in conferences, invited lectures presented at other institutions and positions held in professional societies.
2. A personal statement written by the candidate summarizing his/her major accomplishments. This report should address specific contractual goals and discuss how they were met or why they were not, and discuss distinctive features of his/her teaching and service. The candidate may wish to include supporting documentation
  3. Evidence of teaching quality and effectiveness, including for example, course material (such as list of courses taught, syllabi, handouts, reading lists, and tests), written peer reviews, student evaluations, student papers and publications, list of doctoral students advised or in progress, list of dissertation committees served on, list of doctoral and masters theses advised, alumni letters of support, teaching awards, and, if appropriate, grants or publications concerning substantive curricular innovations.

The candidate's teaching dossier may be referred to for this evidence, along with other evidence that the candidate wishes to provide.

Evaluative statements from external sources are not required as part of the review unless the senior faculty specifically request statements from external referees.

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The Dean will convene a review meeting and ensure that the faculty have sufficient time in advance of the meeting to review all credentials and evidence. This meeting shall consist of an open and a closed session. In the open session the candidate has an opportunity to present information and respond to questions that faculty members may have on the submitted credentials. The closed session will consist of the SIS tenured faculty who participated in the open session; they will vote on a proposed action and make recommendations to the Dean regarding the faculty member under review. The consideration should include a discussion of the following:

- Have the current contract terms been met?
- Is the candidate growing professionally?
- How might the current contract terms be changed to reflect the changes in the candidate's experience and skills and the needs of SIS?
- What advice shall be provided to the candidate to enable him or her to be considered for promotion?

It is the obligation of the Dean to draft a brief written summary of the outcome of the reappointment review, including the record of the vote and the recommendations, to circulate the draft for the approval to those faculty who participated in the reappointment review, and to provide the individual with the summary, approved by the faculty participating in the review. The summary should be sufficiently detailed to indicate the consensus of the faculty with respect to progress in meeting University and School criteria for promotion, together with any specific suggestions regarding ways in which the individuals reviewed might strengthen their record of achievement.

### ***Review of Faculty for Promotion and Tenure***

The mandatory tenure review must be completed before the end of the sixth year of appointment for a tenure-stream assistant professor. Promotion to Associate Professor will automatically be considered at the same time. Promotion to full professor or early promotion to associate professor may be initiated by a candidate's request after consultation with the Dean. Such requests must be made in writing to the Dean by April 30th of the academic year prior to the one in which the request will be reviewed. Non-tenure stream assistant professors will follow the same procedure for consideration for promotion to associate professor although professional requirements may differ.

The candidate is responsible for compiling the dossier. It is essential that this document be accurate, complete, well-organized, and clearly written. The dossier should contain the following:

1. A Curriculum Vitae which includes:
  - a. Education
  - b. Professional employment and experience

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- c. A list of publications categorized into separate groupings which include:
    - 1. Refereed journal papers
    - 2. Abstracts
    - 3. Books
    - 4. Chapters in edited books
    - 5. Conference papers and proceedings
    - 6. Monographs
    - 7. Textbooks
    - 8. Technical reports, and
    - 9. Unpublished presentations
  - d. A list of proposals submitted including name of agency or organization, level and period of support and role of the candidate (PI or co-PI). Names of co-PIs, if any, should be provided. For each proposal, a brief summary of the nature of the research would be very helpful. Indicate which were funded and the level of funding, if different from the submitted proposal.
  - e. Honors and awards
  - f. Invited lectures
  - g. Seminar presentations at other institutions
  - h. Information on professional service including:
    - 1. University and School committees
    - 2. Professional activities, such as invited participation in conferences, invited lectures presented at other institutions and positions held in professional societies.
- 2. A personal statement written by the candidate summarizing his/her major contributions in research, teaching and service. It would be helpful if in this report the candidate identified and commented on his/her most important research papers, and discussed distinctive features of his/her teaching and service.
  - 3. Evidence of teaching quality and effectiveness, including for example, course material (such as list of courses taught, syllabi, handouts, reading lists, and tests), written peer reviews, student evaluations, student papers and publications, list of doctoral students advised or in progress, list of dissertation committees served on, list of doctoral and masters theses advised, alumni

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letters of support, teaching awards, and, if appropriate, grants or publications concerning substantive curricular innovations.

The candidate's teaching dossier may be referred to for this evidence, along with other evidence that the candidate wishes to provide.

4. An appendix, which may be separately bound, containing additional material, such as:
  - a. Reprints of publications and books
  - b. Technical reports and forthcoming papers
  - c. Teaching evaluation forms, and
  - d. Other relevant materials (if any)

The appendix should contain a separate table of contents listing all materials submitted for review.

### ***Review of Faculty for Promotion to Professor***

In order to assess the progress of tenured Associate Professors in building a dossier commensurate with the rank of Professor, a regular review of the dossier is recommended. At any time at the request of the candidate, an informal review may be conducted by eligible faculty who are senior in rank at the request of the candidate. The result of such a review should be recommendations on ways in which the candidate could strengthen his or her achievement record.

The candidate must initiate the formal promotion review through a written request to the Dean. In each case, the request must be received by the Dean by April 30th of the academic year prior to the one in which the review will take place.

### ***External Letters of Evaluation***

External letters of evaluation from experts outside the University shall be solicited by the first tier review panel from a list (of usually 8-10 names) compiled by the chairperson of the first tier review panel, which may include up to 3 names suggested by the candidate. A minimum of 6 letters are required. These letters will not be available to the candidate, but will become part of the dossier that is forwarded to the faculty and Dean for subsequent review. A copy of the letter of solicitation to the external referees should be included in the dossier. The first tier review panel shall maintain a record of all external reviewers contacted, regardless of whether they sent letters, for inclusion in the dossier.

### ***First Tier Review***

The Dean will form the first tier review panel. This panel consists of five graduate faculty members with a related research and teaching focus with a higher rank than that of the candidate. One of these will be taken from a list of faculty members suggested by the candidate and up to two of these may hold their primary appointment outside

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SIS. The SIS faculty members on the first tier panel will not vote in the second tier review. This panel will review the dossier and vote, by secret ballot, for or against tenure and/or promotion. If the number of SIS faculty members qualified to serve on the panel is five or fewer, the Dean may modify the size of the first tier panel or its composition to ensure that both tiers have sufficient numbers of faculty members to function effectively.

The first tier panel will elect a chair from its members who will call the meetings, solicit external review letters and be responsible for preparing the summary of the panel's deliberations and their vote. This summary of the deliberations will be added to the dossier. The summary should:

- Describe the specialty area of the candidate and his/her unique accomplishments in the field, in addition to, discussing the informed assessment of the candidate with respect to scholarly research, teaching, and service.
- Include a record of the vote of the first tier panel, the signatures and rank of those voting, a brief statement describing voting procedures and the number of votes cast from among the total number of persons eligible to vote.
- Present their recommendation and include the analysis of the recommendation and the supporting evidence for or against.
- Minority reports may be included.

The chair of the first tier panel will also be responsible for communicating the results of the first tier panel to the Dean in a timely fashion. The Dean is responsible for communicating these results to the candidate.

At any time, the candidate may withdraw his or her request for promotion or early tenure, effectively stopping the review process. If the candidate chooses to re-initiate the process within 2 years, the updated dossier will be sent to the original referees with a request to reconsider their letters of evaluation. However, the mandatory tenure review cannot be halted.

### ***Second Tier Review***

The entire dossier with a Table of Contents attached indicating the location of each piece of information will be assembled for a second-level of review before the Dean's recommendation to the Provost. The Dean is responsible for assuring that the dossier is ready for the second tier review by December 7th of the academic year in which the candidate is being recommended.

The second tier review is conducted by all tenured faculty who have a primary appointment in SIS with a rank senior to that of the candidate. If the number of SIS faculty members qualified to vote on the panel is five or fewer, the Dean may modify the size of the panel or its composition. The panel will review the dossier and make its recommendation to the Dean by January 15th of the academic year in which the candidate is being recommended. SIS faculty members participating in the first tier panel may participate in the second tier review but may not vote. The panel will elect one of its members as chair. The chair is responsible for calling the meeting(s) of the panel, recording the deliberations, and preparing the recommendation for the Dean in

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consultation with members of the panel. The Dean normally does not attend this meeting and may not vote.

The second tier panel will review the dossier on the candidate without formal presentation by any member outside the committee. However, the panel has the right to request that any individual, including the candidate, appear before it. It also has the right to request that additional information be included in the dossier. In such cases, notification must be given to the candidate. After full consideration, the panel will submit a recommendation with full justification in writing to the Dean. The Dean will inform the candidate of the recommendation of the second tier panel in a timely fashion. The second tier recommendation must be complete by January 15th for tenure and promotion to associate professor and by March 1 for promotion to professor.

This second tier panel will review all candidates for tenure and promotion, regardless of the actual recommendation (positive or negative) of the first tier panel. That is to say that the review process, once it begins, can not be stopped before the review at the level of the Dean, at which point the candidate may appeal a negative decision, as outlined below.

### ***Recommendation of the Dean***

The Dean reviews the dossier and the recommendations on each candidate and makes an independent recommendation on each candidate. In the case of a positive recommendation, the Dean must provide reasons for the recommendation, forwarding the dossier with the Dean's letter, to the Provost, by:

**February 1:** Promotion to Associate Professor with Tenure, Associate Professor in the Tenure Stream, and Conferral of Tenure on an Associate Professor or Professor.

**March 15:** Promotion to the Rank of Professor.

The Dean informs the candidate of the recommendations.

Timelines for non tenure stream candidates are different. They depend on the contract date and are explicitly described in the *Faculty Handbook*.

## ***TIMETABLE FOR PROMOTION AND TENURE ACTIONS***

### Candidate's Request for Promotion to Full Professor or Early Promotion to Associate Professor with tenure

Must be made in writing to the Dean by April 30th of the academic year prior to the one in which the request will be reviewed.

### Dossier Material Provided by Candidate (for all cases, including mandatory tenure review)

The portion of the dossier completed by the candidate must be completed and submitted to the Dean by September 1st.

### First Tier Review

The first tier review must be completed by November 15th.

### Second Tier Review

The review of the faculty with rank senior to the candidate must be completed by January 15th.

### Dean's Recommendation

The review by the Dean and recommendation to the Provost must be completed by February 1<sup>st</sup> for promotion to associate professor with tenure and by March 1<sup>st</sup> for promotion to Professor with tenure.

***PROCEDURES FOR APPEALING DENIALS OF  
REAPPOINTMENT OR PROMOTION***

Faculty members have a right to appeal denials of reappointment, promotion or tenure. The University's procedures for these appeals are described in *Faculty Reviews and Appeals*, Policy and Procedure 02-02-10, as referenced in the *Faculty Handbook*.

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