

University Promotion and Tenure Document Changes for 2019-2020

Global Changes

- Academic Affairs Promotion and Tenure Committee
 - We only have person on campus who this committee applies to and they are already tenured.
 - A motion was made and seconded to strike any reference to the Academic Affairs Promotion and Tenure Committee from the UP&T document. Motion carried.
- Revised section order
 - A motion was made and seconded to accept the new revised section order and adopt the changes. Motion carried.
- Throughout the document
 - A motion was made to change gendered language to gender plural throughout the document. Motion carried.
- Duplicates in revised sections due to combing policy and procedures for promotion and tenure sections.
 - A motion was made and seconded to combine promotion and tenure statements throughout the document. Motion carried.
- Change “promotions and tenure” throughout the document to read “promotion and tenure”
- A motion was made and seconded to accept all global changes to the UP&T document up to this point. Motion Carried.
- Renumber sections with additions, deletions, insertions, etc.

Section Changes

- 35.1.2
 - A motion was made and seconded to remove this section as it’s redundant. Motion carried.
- 35.2.1
 - Remove “and those comparable units which have faculty and/or eligible professional personnel but are not located within colleges” as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.2.2
 - Update “eight academic colleges” to “seven academic colleges”
 - Remove “and also to the Academic Affairs promotion and tenure unit” as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.2.3
 - Change “appellant” to “candidate”
- 35.2.4
 - A motion was made and seconded to accept Murray’s rewrite. Motion Carried. Vote Count: YES – 4, NO - 2
 - Language rewrite below:
 - Appeal is the act whereby a candidate alleges that a violation of existing procedure, or unfair treatment, or discriminatory treatment by the department,

college, or Provost has resulted in an adverse decision. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.

- 35.2.7
 - Delete and renumber the document
- 35.3.1
 - Change “four basic academic ranks” to “three basic academic ranks” as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.3.1.1 - 35.3.1.4
 - Delete section 35.3.1.1 (renumber list) , the note stating “After January 1991...” and footnote 92 as all three relate to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
 - Renumber this section
- 35.4.1.2.1
 - A motion was made and seconded to accept Murray’s rewrite. Motion Carried.
 - Language rewrite below:

The committee shall implement departmental, collegiate, and University promotion and tenure policies and procedures; departmental policies and procedures must not conflict with those of the college and University.
- 35.4.2.2.1 and 35.4.2.2.2
 - A motion was made and seconded to accept Murray’s rewrite to combine both sections. Motion Carried.
 - Language rewrite below:
 - The College Committee shall establish and implement collegiate promotion and tenure policies and procedures and implement those of the University; collegiate policies and procedures must not conflict with those of the University.
- 35.4.3.1.1.1
 - Update “eight tenured faculty” to “seven tenured faculty”
- 35.5.1
 - Remove gender language and “member or eligible professional personnel” as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.5.3 and 35.5.4
 - Murray Steib combined both sections in the rewrite.
 - A motion was made and seconded to approve Murray’s rewrite. Motion Carried.
 - Language rewrite below:

If a faculty member is hired at the rank of Associate Professor but without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.
- 35.5.5 & 35.5.6

- Motion made and seconded to add “and tenure” in section 35.5.5 after “recommendation for promotion” and delete section 35.5.6. Motion carried.
- 35.5.6.1.2
 - Add “promotion and tenure” to “...when a faculty member is being considered for promotion and tenure”
- 35.5.7 & 35.5.8.1
 - Add “and tenure” after the word “promotion”
- 35.5.8
 - Remove “purposes” from the title
- 35.5.8.1.2
 - Add “promotion and” to “...a faculty member in relation to promotion and tenure.”
- 35.5.8.1.3
 - A motion was made and seconded to delete repeated language from 35.5.8.1.3. Motion Carried
 - Deleted language is in brackets [Such letters shall provide a supplementary evaluative review of the candidate’s scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate’s list. Challenges to the list of reviewers will be handled according to department and college policies. All letters received from external reviewers will be available to evaluators in the promotion review process.]
- 35.5.8.3
 - Remove “or professional personnel” from four places within section as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.6.2.2
 - Add “academic” to “...terminate the faculty member at the end of the following academic year.”
 - A motion was made and seconded to add “academic” to the end of the sentence. Motion carried.
- 35.6.3
 - Change the word “Credentials” to “Materials presented for promotion and tenure”.
 - A motion was made and seconded to change “Credentials” to “Materials presented for promotion and tenure”. Motion carried.
 - Add “and tenure” to “...be recommended favorably for promotion and tenure by the Departmental Committee...”
- 35.6.5
 - Change “and tenure” to “promotion and/or tenure”.
 - A motion was made and seconded to change “and tenure” to “promotion and/or tenure”. Motion carried.
- 35.6.10 and 35.6.11
 - A motion was made and seconded to combine both points and accept Murray’s rewrite with the addition of “and/or” to “...favorably for promotion and/or tenure shall...”. Motion carried.

- Language rewrite below:
At any step in the promotion and tenure process (Department Promotion and Tenure Committee; department chairperson; College Promotion and Tenure Committee; academic dean; Provost and Executive Vice President for Academic Affairs), the first committee or individual not recommending a faculty member favorably for promotion and/or tenure shall provide that faculty member with a written statement delineating their strengths and weaknesses in each of the areas of teaching, scholarship, and service in a professional capacity. The committee or individual may also suggest areas for improvement. All candidates for promotion and/or tenure will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of their strengths and weaknesses in the areas of teaching, scholarship, and service.
- 35.6.12
 - Add “and tenure” to “...pertaining to promotion and tenure...”
- 35.6.13
 - Strike all text in brackets from the section. [Regular Instructors appointed in 1978 and thereafter must have appointment letters that specify conditions for promotion. Regular Instructors appointed prior to 1978 whose appointment letters do not specifically state such conditions will be considered for promotion each September in accordance with criteria contained in approved departmental promotion and tenure documents.]
- 35.6.3.1 and 35.6.4
 - A motion was made and seconded to approve Murray's rewrite. Motion Carried. Vote Count: YES – 5, NO 1
 - Language Rewrite Below:
The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the academic dean. If the department chairperson has serious reservations concerning a faculty member's qualifications, the department chairperson shall inform the Department Committee of the bases of the reservations. If the differences between the chairperson and the Department Committee are not resolved, the department chairperson may forward to the academic dean their own evaluations and recommendations concerning the faculty member's qualifications.
- 35.7.1, 35.7.1.1 and 35.7.1.2
 - A motion was made and seconded to approve Murray's rewrite with the addition of “(or, if it is unavailable, by another faculty committee approved by the college Dean)”. Motion carried.
 - Language Rewrite Below:
When a candidate is hired, academic rank and any years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee (or, if it is unavailable, by another faculty committee approved by the college Dean) and subsequently approved by the appropriate schools, colleges, administrators, and the Board of Trustees.

- 35.7.2
 - A motion was made and seconded to separate the following text as subsection 35.7.2.1 [When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.]
 - Motion carried
- 35.7.3 and 35.7.4
 - A motion was made and seconded to accept Murray’s rewrite with the removal of gendered language. Motion carried.
 - Language Rewrite Below:
Specific conditions of employment that must be fulfilled by a tenure-track faculty member (in addition to the general standards of performance) shall be stated in writing to the individual by the University administration (the department, the school director or chairperson, the appropriate dean, the appropriate Vice President, and the President) at the time of employment. In order to be eligible for a favorable tenure recommendation, the faculty member must meet these employment conditions unless they are released therefrom, in whole or in part, by means of a written departmental recommendation that is approved by the academic dean, the Provost and Executive Vice President for Academic Affairs, and the President.
 - Renumber remaining sections
- 35.7.6
 - Remove “and professional personnel” within section as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
 - A motion was made and seconded to keep the section as is after removing “and professional personnel”. Motion carried with the following vote count: 5-Yes and 1-No
- 35.7.8
 - Remove “and professional personnel” within section as this relates to the Academic Affairs Promotion and Tenure Committee. Motion to remove items related to this committee passed at meeting on November 14, 2019.
- 35.7.9
 - A motion was made and seconded to strike this entire section and renumber the remaining document sections. Motion carried with the following vote count: 5-Yes and 1-No
- 35.7.10
 - Add “promotion and” to “...eligible for promotion and tenure:”
- 35.7.12
 - Add “Promotion and Tenure Chairperson” to “...each department Promotion and Tenure Chairperson will send a letter to the Provost and Executive Vice President for Academic Affairs...”
 - Change “This letter will contain..” to “The materials will contain the recommendations...”

- 35.8.1.2 to 35.8.1.4.6
 - A motion was made and seconded to approve Murray’s rewrites for sections 35.8.1.2 to 35.8.1.4.6 with the following changes:
 - 35.8.1.2 – change “...the College Committee or Dean” to “...the College Committee, the Dean, ...”
 - 35.8.1.2.1 – change “...unless the academic dean determines that good cause...” to “...unless the academic dean, or Provost, dependent on the level of request, determines that good cause...”
 - 35.8.1.2.3 – change “...must reconsider its initial adverse recommendation” to “...must meet to reconsider its initial adverse recommendation”
 - Motion Carried
- 35.9.1.1
 - Update to read as below:
 - An appeal is the act whereby a candidate alleges that a violation of existing procedure, or unfair treatment, or discriminatory treatment by the department, college, or Provost has resulted in an adverse decision. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.