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Faculty Handbook

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G. Promotion and Tenure

1. Definition of Tenure

Tenure is the right, subject to the conditions and provisions of Section H., of a faculty member to automatic renewal of the appointment at the end of its term under conditions at least equal to those which prevailed during the expiring term provided the material conditions of service are the same. Tenure protects the faculty from harassment or reprisal within the University community for expression or espousal of unpopular views or principles, and encourages freedom of inquiry and expression. Its object ultimately, then, is to secure a forum in which academic freedom can be a liberating reality.

Since tenure constitutes an enduring contract between the faculty member and the University, the decision to grant it must be made on the basis of the most informed judgment possible, in the best interests of the University, and in harmony with the University's Mission as a Catholic and Jesuit institution of higher learning. The President grants tenure based upon the recognition of academic achievement at Creighton University, subject to the terms of the job description established at the initial hiring or subsequently revised by mutual agreement; recognition, as appropriate, for achievements at previous institutions; the judgment that this achievement will continue in the future; and the determination that the granting of tenure fits into the Mission, needs, plans and goals of the Department, the College or School, and the University. The Dean, in consultation with the Provost, may hire faculty members with tenure with the approval of the President.

2. Definition of Promotion

Promotion is the advancement in rank from Assistant Professor to Associate Professor and to Professor. The President promotes faculty members for distinguished achievement while at Creighton University and the expectation that this achievement will be maintained or enhanced in the future, as well as the expectation that they will continue to foster the Mission of the University as a Catholic and Jesuit institution of higher learning.

Achievement at previous institutions will also be considered when faculty members apply for promotion at Creighton University. The Dean, in consultation with the Provost, may hire faculty members at advanced ranks with the approval of the President.

3. The Relationship between Tenure and Promotion

Tenure and promotion are distinct entities. In reviewing dossiers, the University Committee on Rank and Tenure applies separate though complementary sets of substantive criteria. Candidates for tenure and promotion may be awarded tenure without promotion or promotion without tenure.

4. Probationary Status

A faculty member without tenure serves in a probationary status but has the same academic freedom as tenured faculty members. The probationary period for Teaching- Research and Clinician-Educator Faculty normally extends through seven years unless a shorter period was negotiated at the time of initial appointment. Because of termination notice requirements, faculty members should recognize that tenure review shall precede the seventh year. A faculty member not granted tenure by the end of his or her sixth year (or earlier if so negotiated at the time of initial appointment) will be given a one-year terminal contract.

During the period of this terminal contract, the faculty member may reapply for the granting of tenure pursuant to the normal timetable. If this faculty member is not granted tenure during this terminal contract year, the faculty member will not be continued in service after the expiration of this terminal contract.

a. Extension of Probationary Status

To accommodate the needs of child rearing for some faculty members who are the primary child care providers for their families, the probationary period may be extended by the University (upon request by the faculty member and subject to the University's discretion to be exercised upon the facts and circumstances of each particular case) for one calendar year for each child born or adopted during the probationary period. Any such request must be made by the faculty member in writing by not later than one year after the birth of a natural child, or one year after the placement in the faculty member's home of an adopted child.

b. Early Consideration for Tenure

A faculty member may apply for consideration for tenure before the expiration of the normal probationary period. In such cases, or where the initial appointment includes a provision for early review of tenure, if tenure is denied the faculty member may be reconsidered for tenure during the normal probationary period.

c. Time Counted toward Tenure

If the employment date occurs at any time other than the beginning of an academic year (August 20), time towards tenure shall not begin until the start of the next full academic year unless otherwise stated in writing. Time spent on leave of absence or in part-time employment shall not be considered a part of the probationary period, unless the faculty member and the University agree in writing to the contrary at the time the leave is granted.

5. Administrative Service

A faculty member, tenured in a College or School of the University before accepting a full-time administrative position in the University, shall continue to hold tenure and the same or higher rank while in that position. If a faculty member was not tenured in the University at the time of accepting a full-time administrative position, the time spent in administration is not normally considered a part of the probationary period. In those cases in which full-time administrators are considered for promotion in rank or granting of tenure, the quality and length of administrative service should be taken into account together with all academic achievement. A non-tenured faculty member in a full-time administrative position at this University shall be entitled to a minimum one year's appointment in the

appropriate College or School upon completion of the administrative duties, unless the member has been dismissed.

6. Military Science

Because of their primary employment by government, members of the United States Army appointed to the faculty of the Department of Military Science are not eligible for tenure.

7. Special Projects

Under some conditions (e.g., special projects, sponsored research) the University may hire faculty personnel whose appointment is coterminous with the project and therefore outside the University's tenure policy.

8. Committee on Rank and Tenure

a. University Committee on Rank and Tenure

i. Purpose

The University Committee on Rank and Tenure shall be a peer review committee which shall concern itself with the maintenance and development of faculty competence, and with recommending the establishment and maintenance of University-wide standards for attaining rank and tenure. It shall review all applications for grants of tenure and/or promotion to the ranks of Associate Professor and Professor other than those granted at initial appointment. It shall review dossiers forwarded to it from the Colleges and Schools concerning conferral of tenure and advancement in rank in accordance with the provisions of Article III, Section G.9 herein. After such review, it shall make recommendations to the President of the University favoring or opposing conferral of tenure or advancement in rank. The Committee shall make all its recommendations to the President of the University, together with its vote and the reasoning for its recommendations, in writing. The Committee shall send a copy of such recommendations to the Provost.

ii. Membership

A) Members

The Committee shall consist of eleven (11) members: The Provost and the Dean of the Graduate School, *ex officio*,

and nine (9) members of the tenured faculty at the rank of Associate Professor or above. The nine faculty members shall be elected by the faculty at large as follows: two (2) from the College of Arts and Sciences, two (2) from the School of Medicine (one from clinical and one from basic medical sciences), and one (1) each from the Colleges of Business and Nursing, the School of Dentistry, the School of Law, the and the School of Pharmacy and Health Professions. Members shall be elected for three-year terms at staggered intervals.

B) Chair

The Chair of the University Committee on Rank and Tenure shall be elected by the Committee at its first meeting following the first day of the fall semester each year. Only members who have already served for one year on the Committee shall be eligible. The Chair may designate an Acting Chair for any meeting.

C) Conflicts of Interest

If the case of a Committee member is initiated for promotion or tenure review, the member must take a leave of absence from the Committee for the academic year in which the case will be considered. Such a vacancy shall be filled in accordance with Article III, Section 2.F of the University Statutes, and Article III, Section G.8.a.ii.E of this Faculty Handbook. If the case of any Faculty member is referred to the Committee over whom any member of the Committee has a direct supervisory relationship, or if any members of the Committee have any other actual or perceived conflict of interest, those Committee members may be asked by the Committee to answer specific questions, and then shall leave the proceedings for the duration of the deliberations on that case. Such an absence shall not constitute a vacancy.

Each candidate shall be allowed one (1) preemptory challenge which shall not count as a vacancy. Those faculty members who have excused themselves in accordance with this section shall not have access to the dossier for the case from which they have excused themselves.

D) Confidentiality

By accepting membership on the University Committee on Rank and Tenure, each member agrees to refrain from

discussing the cases brought before the Committee outside formal Committee sessions, except with other Committee members, or as otherwise duly directed.

E) Vacancies

Vacancies on this committee shall be filled according to the Creighton University Statutes, Article III, Section 2.F.

F) Quorum

Two thirds of the voting members of the University Committee on Rank and Tenure who are not excused for conflict of interest or by challenge shall constitute a quorum.

G) Voting

All votes on tenure and/or promotion shall be by secret ballot.

H) Exclusion on membership

No member of the University Committee on Rank and Tenure shall serve in the same academic year on a College or School Committee on Rank and Tenure.

b. College and School Committees on Rank and Tenure

i. Purpose

Each College and School of the University shall establish and maintain a peer-review Committee on Rank and Tenure to review all dossiers of Teaching-Research and Clinician- Educator Faculty candidates of that College or School for conferral of tenure and advancement in rank. This Committee shall review all such completed dossiers and make a recommendation favoring or opposing conferral of tenure, or advancement in rank. This Committee shall forward all its recommendations, together with its vote and the reasoning for its recommendation, in writing to the Dean of the College or School. This recommendation shall be added, together with the vote and reasoning, to the dossier of the candidate.

ii. Membership

A) Members

The College or School Committees on Rank and Tenure shall consist of five, seven, or nine members as determined by the College or School, who are tenured and who are members of the Faculty of the College or School. If the College or School has less than eight (8) tenured faculty eligible for election, the College or School Committee on Rank and Tenure shall consist of five members, at least three (3) of whom shall be tenured.

The Associate Dean of Academic Affairs, or equivalent associate dean may be, *ex officio*, a member of the Committee, if so provided in the bylaws of the College or School; in no event shall the Dean of the College or School be a member of the Committee, nor shall the Dean of the College or School assume the title of Associate Dean for Academic Affairs, or its equivalent, for any purpose.

The other members of the Committee shall be elected by the Teaching-Research and Clinician-Educator Faculty of the College or School. Each College or School shall establish and maintain provisions in its bylaws providing for the election of the Committee with appropriate representation of the various segments of its faculty. Elections shall be held in the spring, and terms of office shall commence on the first day of the fall semester following. Terms shall be for three years, at staggered intervals.

B) Chair

The Chair of the College or School Committee on Rank and Tenure shall be elected by the Committee at its first meeting following the first day of the fall semester each year. Only members who have already served for one year on the Committee shall be eligible. The Chair may designate an Acting Chair for any meeting.

C) Conflicts of Interest

If the case of a Committee member is initiated for promotion or tenure review, the member must take a leave of absence from the Committee for the academic year in which the case will be considered. Such a vacancy shall be filled in accordance with Article III, Section 2.F of the University Statutes, and Article III, Section G.8.b.ii.E of this Faculty Handbook. If the case of any Faculty member is referred to the Committee over whom any member of the Committee has a direct supervisory relationship, or if any members of the Committee have any other actual or perceived conflict of

interest, those Committee members may be asked by the Committee to answer specific questions, and then shall leave the proceedings for the duration of the deliberations on that case. Such an absence shall not constitute a vacancy. Each candidate shall be allowed one (1) preemptory challenge which shall not count as a vacancy. Those faculty members who have excused themselves in accordance with this section shall not have access to the dossier for the case from which they have excused themselves.

D) Confidentiality

By accepting membership on the College or School Committees on Rank and Tenure, each member agrees to refrain from discussing the cases brought before the Committee outside formal Committee sessions, except with other Committee members, or as otherwise duly directed.

E) Vacancies

All vacancies on the College or School Committees on Rank and Tenure shall be filled for the period of vacancy, or the remainder of the elected term of the member, by the Dean of the College or School from nominees selected by the Committee, unless otherwise provided in the bylaws of the College or School.

F) Quorum

Two thirds of the voting members of the College or School Committees on Rank and Tenure who are not excused for conflict of interest or by challenge shall constitute a quorum.

G) Voting

All votes on tenure and/or promotion shall be by secret ballot.

H) Exclusion on membership

No member of a College or School Committee on Rank and Tenure shall serve in the same academic year on the University Committee on Rank and Tenure.

9. Review Process

a. Review for Promotion in Rank or Conferral of Tenure

i. Dossiers

Dossiers of candidates for tenure or for promotion in rank shall consist of digital copies in appropriate format (e.g. PDF's for documents, URLs for websites) of:

- A)** Summary page on the form provided by the University Committee on Rank and Tenure;
- B)** The candidate's *curriculum vitae* as outlined in Article III, Section G.10.b.i;
- C)** Evaluation of the candidate's performance by the Departmental Chair;
- D)** Critical evaluation of the candidate's record of performance by the peer references;
- E)** Evaluation by the Rank and Tenure Committee of the candidate's College or School;
- F)** Evaluation by the Dean of the College or School;
- G)** Evaluation by the University Committee on Rank and Tenure.
- H)** Faculty Profile (optional).
- I)** Copies of Student Evaluations.
- J)** Copies of representative monographs, books, articles, reviews, abstracts and scholarly papers from the last five years.
- K)** Names of at least six student references.

ii. Areas to be Evaluated

Areas to be considered in the evaluation are:

- A)** Level of preparation and professional competence;
- B)** Years of academic service;
- C)** Service to the University, the Profession and the Community.
- D)** Teaching achievement;
- E)** Research and scholarly achievement;
- F)** Clinical proficiency (where applicable).

iii. Responsibility for presentation of achievement

The candidate's credentials should specifically detail achievements and development in each of the above areas of concern. It is the responsibility of the candidate to ensure that the significance of achievements and activities is clear to the Committees on Rank and Tenure.

iv. Demonstration of Achievement in Teaching

Teaching achievement is ordinarily evaluated on the basis of evidence from supervisors, peers and students. In addition, such factors as range of courses taught, course development, instructional innovation, textbook publication, curriculum design, continuing work toward keeping current in the field, teaching awards, and student success after graduation are taken into consideration.

v. Demonstration of Achievement in Scholarship

Scholarly achievement is ordinarily demonstrated by publication of books, reviews and articles, by the delivery of scholarly papers, by activity in scholarly societies, artistic exhibits and performances, and by appointments as editor, reviewer, and referee. In addition, such factors as acceptance of patents, procedures and methods, and consulting activity are taken into consideration as appropriate to the discipline.

vi. Demonstration of Achievement in Clinical Proficiency

Clinical activity is evaluated on the basis of evidence from supervisors, peers, house staff and appropriate students. In addition, such factors as number and type of referrals, case load, awards, case outcomes, special competencies and certifications are taken into consideration.

vii. Demonstration of Achievement in Service

Service includes professional, University, College or School, Departmental, community, church or volunteer activity which is not directly related to teaching, research, or clinical assignments.

viii. Criteria for granting tenure and awarding promotion

A) Tenure is awarded on the basis of:

- i. successful performance of the terms of the faculty member's job description as stated in the initial contract or subsequently amended by mutual agreement between the faculty member and the university;
- ii. a record of achievement at Creighton University;
- iii. a record of achievement at previous institutions, provided the record of achievement has continued while at Creighton University;
- iv. an expectation that the record of achievement will be maintained or expanded in the future; and
- v. the determination that the granting of tenure fits into the Mission, needs, plans and goals of the Department, the College or School, and the University.

B) Promotion to the rank of associate professor is awarded on the basis of:

- i. demonstrated consistent effectiveness in teaching;
- ii. an emerging record of recognized scholarly achievement that contributes to one's discipline(s);
- iii. evidence of active service consistent with the Mission of Creighton University; and
- iv. an emerging record of regionally recognized clinical activity, consistent with the Mission of Creighton University, if appropriate to the candidate's position.

C) Promotion to the rank of professor is awarded on the basis of:

- i. a consistent record of distinguished teaching;
- ii. an established record of nationally recognized scholarly achievement that contributes to one's discipline(s);
- iii. evidence of recognized leadership in service, consistent with the Mission of Creighton University; and
- iv. a record of nationally recognized clinical activity consistent with the Mission of Creighton University, if appropriate to the candidate's position.

ix. Standards for Granting Tenure and Awarding Promotion

The School or College, either in the aggregate or by department, establishes the standards for tenure and standards for promotion in fulfillment of the University

criteria listed above. Changes to these standards, if any, shall be submitted to the University Committee on Rank and Tenure by March 1. The University Committee on Rank and Tenure shall review these standards and upon approval shall forward its recommendation to the President.

The Committee shall report on this review in its annual report to the Academic Council in the Council's first meeting of the following academic year. If approved, the changes to these standards shall be effective after the end of the following academic year.

b. Review for *Emeritus/Emerita* Status

i. Candidates for Dean *Emeritus/Emerita* shall be recommended for this honor on the basis of long and/or outstanding service in the area of administration. This recommendation shall not require the submission of a complete dossier, but shall be based on a letter outlining the most significant contributions of the Dean to the University. They shall be recommended by the Provost to the President for approval.

ii. Candidates for Faculty *Emeritus/Emerita* status shall be recommended for this honor on the basis of long and/or outstanding performance in any of the areas of teaching, scholarship, clinical activity or service to the University. Application for *Emeritus/Emerita* status shall be initiated by the candidate or the candidate's department chair. The recommendation shall be based on a cover letter from the Dean, indicating support or lack of support and a recent *curriculum vitae*. The Dean of the appropriate College or School shall forward the cover letter and *curriculum vitae* to the Provost for approval by the President.

10. Procedures

a. Initiation

Any member of the Teaching-Research or Clinician-Educator Faculty may initiate an application for the conferral of tenure or for advancement in rank. In cases of conferral of tenure, this must normally occur by or in the sixth year. The case should be processed according to the timetable in Article III, Section G.11, below.

b. Dossier

The candidate shall initiate a dossier which shall include the following:

i. *Curriculum vitae*

- A) Name**
- B) College or School**
- C) Department**
- D) Date and Rank of First Appointment**
- E) Secondary Appointment(s) (if any)**
- F) Years Granted Toward Tenure at Time of Employment**
- G) Current Rank**
- H) Date of Current Rank**
- I) Date of Tenure (if held)**
- J) Proposed Action:**
 - 1) conferral of tenure, and/or**
 - 2) rank of proposed promotion**
- K) Years of Academic Service**
- L) Whether or not degree is terminal (with explanation if degree is not a doctorate)**
- M) Schools Attended: dates**
- N) Degrees Earned: fields, dates**
- O) Special Training Programs: fields, dates**
- P) Field(s) of Interest**
 - 1) Teaching**
 - 2) Research**
- Q) Professional Employment: appointment, institution, dates**
- R) Consultantships and Professional Services: dates**
- S) Organizations: memberships and offices held, dates**

T) Fellowships and Honors: dates

U) Awards and prizes: dates

V) Grants: dates, amounts, whether approved and/or funded, candidate's level of participation, and whether principal investigator or co-investigator

W) Scholarship

1) Publications and Presentations with complete citations: by category, most recent first. The status of any scholarship which has not yet been published shall clearly be indicated as either "submitted" or "accepted."

(a) Monographs and Books

(b) Articles

(c) Reviews

(d) Abstracts and Scholarly papers

(e) Artistic exhibits (group, invited, one-person) and Performances (directed, written, performed)

(f) Other

In cases of multiple authors, the candidate's level of participation should be indicated.

2) Other achievements in the area of scholarship

X) Teaching (classroom, graduate and professional):

1) Load and level by year since coming to Creighton

2) Other contributions to the area of teaching

Y) Graduate and Honors Student Theses: dates

Z) Service to the University, the Profession and the Community: activity, dates

ii. Faculty Profile (optional)

This section may be used to show how the candidate's achievements reflect special circumstances, goals, restrictions, emphases, conventions and particulars of the discipline or position at the University, which might not otherwise be apparent to those reviewing the case.

iii. Names of at least six peer references in accordance with Article III, Section G.10.e. below:

iv. Names of at least six student references.

v. Copies of student evaluations (when not added by the Dean's office).

vi. Copies of representative monographs, books, articles, reviews, abstracts, scholarly papers and other relevant material from the last five years. (These copies shall be returned to the candidate after the Committees on Rank and Tenure of the College or School and the University have completed their deliberations.)

The candidate shall submit a digital copy of the dossier and appended scholarship to the Dean of the College or School. When possible, scholarship should be submitted in digital form.

c. Evaluation by the Department Chair

The department chair, or person to whom the department chair or Dean has delegated this responsibility in writing, shall submit a written evaluation of the candidate's performance to the Dean of the appropriate College or School. This evaluation shall cover the candidate's total professional development including teaching ability at each level of course offering, and scholarly achievement and productivity. This evaluation shall become a part of the candidate's dossier, prior to review by the Committee on Rank and Tenure of the College or School.

d. Student Input

Each College or School shall ensure that there is adequate student input for the evaluation of teaching achievement. The Dean of each College or School shall add this input to the candidate's dossier, when not added by the candidate.

e. Evaluation through Peer References

i. Generally.

The purpose of peer references is to objectively assess the candidate's teaching, scholarship, and service. The candidate's *curriculum vitae* and publications should be sent to peer referees for the purpose of obtaining an objective, confidential assessment of the candidate's progress in relation to the applicable College or School standards or

guidelines for promotion and/or tenure. A copy of the applicable standards and/or guidelines should be provided to these referees. Referees should hold an academic rank or scholarly role higher than that of the candidate. The rank, experience, and overall standing of referees, as well as their capacity for objectivity with regard to the candidate, affect the value of these references.

ii. Peer references chosen by the candidate.

The candidate shall add to the dossier the names of at least six, but not more than twelve references from among peers appropriate to the discipline, at least two of which must be unaffiliated with the University. The candidate shall supply the name, title, affiliation, mailing address, e-mail address, and phone number of these submitted referees. In addition, the candidate should provide a brief statement explaining the qualifications of each referee and disclosing any current or prior social, academic, professional, or institutional relationships, if any, that could potentially influence the objectivity of the references. The Dean or the Dean's delegate shall request the referees chosen by the candidate to objectively assess the scholarly, teaching, service and/or clinical activity of the candidate. These references shall become a part of the candidate's dossier, along with a copy of letters or other communications requesting references.

iii. Peer references chosen by the Dean or the Dean's delegate

The Dean or the Dean's delegate shall select two external referees for the primary purpose of seeking an independent and objective evaluation of the candidate's scholarship. To qualify as external reviewers, these referees shall be scholars or clinicians who are neither members of the Creighton faculty, nor shall they be former or current teachers or co-workers of the candidate, or former or current students of the candidate; and they should be able to provide a knowledgeable assessment of the candidate's contributions and scholarship. (Former and current students can be invited to provide student reviews; former and current teachers or co-workers can be invited to provide internal peer reviews.) If for any

reason these conditions cannot be met, for example, if the candidate's field is very small or specialized, reasons for departure should be explained.

For Clinician-Educator faculty candidates, external references may be selected based on their capacity to assess clinical performance and other evidence of scholarly contributions of the candidate.

Letters or other communication from the Dean or the Dean's delegate to these referees shall be included in the candidate's dossier along with the written evaluation from the referee. The Dean or the Dean's delegate shall also provide the candidate with the names of these referees, along with a brief written statement, explaining the method for selection and their qualifications to serve. The Dean or the Dean's delegate shall provide a brief written statement explaining the qualifications of each referee and disclosing any current or prior social, academic, professional, or institutional relationships, if any, that could potentially influence the objectivity of the reference. The candidate shall be given an opportunity to provide a written response, including any concerns about the selection, qualifications, or suitability of the references. This statement by the Dean or the Dean's delegate, along with any written comments from the candidate, shall be included in the candidate's dossier.

f. Evaluation by the College or School Rank and Tenure Committee

The Dean shall submit the candidate's dossier to the appropriate Committee on Rank and Tenure of the College or School for evaluation in accordance with Article III, Sections G.8, 9 and 10. Before consideration by the Committee on Rank and Tenure of the College or School, that Committee shall appoint a member or other competent individual to ensure that the dossier is complete, conforms to required norms, and contains no improper materials. The written recommendation of the Committee on Rank and Tenure of the College or School, including the vote of this Committee, shall become a part of the candidate's dossier.

g. Evaluation by the Dean of the College or School

The Dean shall independently evaluate the candidate's teaching, scholarship, service and clinical activity (if

applicable) together with any special contributions to the program of the College or School, following the review by the School or College Committee on Rank and Tenure. The Dean's evaluation shall become a part of the candidate's dossier.

h. Review by the University Committee on Rank and Tenure

The Dean of each College or School shall pass each candidate's dossier on to the Chair of the University Committee on Rank and Tenure. The University Committee on Rank and Tenure shall review the dossier of each candidate in accordance with Article III, Sections G.8, 9, and 10. The written recommendation of the University Committee on Rank and Tenure, including the vote of this Committee, shall become a part of the candidate's dossier.

i. Suggestions for Preparing Dossiers

The University Committee on Rank and Tenure may, at its discretion, maintain and publish suggestions and recommended practices to help candidates in preparing dossiers for review for tenure or for advancement in rank and to help evaluators in the work of reviewing candidates' dossiers. Such suggestions may be published as an annual or twice-annual workshop for candidates and at the U-CR&T webpage: <https://www.creighton.edu/provost/tenure-and-promotion>. However, such suggestions shall not be construed to supersede the guidelines contained in this *Faculty Handbook*. Such suggestions shall be submitted annually to the Academic Council for review, and the document of suggestions shall be the Report of the U-CR&T to the Academic Council.

j. Confidentiality

All recommendations and comments received by the University from persons other than the candidate, in connection with consideration of rank or tenure for the candidate, are received under grant of confidentiality. This includes, by way of examples, performance appraisals, recommendations of Committees, evaluations by students and peers, and evaluations by the Dean and the department chair. These materials

shall be kept in confidence subject to disclosure only as legally required. See also Article III, Section O.

k. Final Decision

After due deliberation, the Rank and Tenure Committee shall make a recommendation to the President with respect to the rank and tenure of the faculty member. The President, after reviewing the pertinent material and recommendations, will make the final decision.

l. Grievance

For information on the filing of a formal grievance, see Faculty Handbook, Article III, Sections H.I. and J.

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11. Review Timetable

a. Normal Timetable

The Rank and Tenure Committee Process shall normally operate according to the following annual timetable.

June 1 The candidate must notify the Dean in writing of his/her intention to submit a dossier for consideration of promotion and/or tenure. The notification must include the candidate's list of referees, their contact information, their qualifications, and the relationship of the candidate with the referees, if any. *See Section 10.e.ii, supra.*

July 1 Deadline for the Dean or the Dean's delegate to provide the names of two referees to the candidate, along with a brief written explanation of the method for selecting them and their qualifications. This written communication shall be added to the candidate's dossier. *See Section 10.e.iii, supra.*

August 15 Deadline for candidate to submit written comments (if any) regarding referees selected by the Dean. This written communication shall be added to the candidate's dossier. *See Section 10.e.iii, supra.*

September 30 Deadline for submission by the Deans to the Chair of the University Committee on Rank and Tenure of a list of names of those to be considered for promotion and/or tenure in current year.

October 31 Deadline for completion of dossiers in the Dean's office.

Deadline for submission of the department chair's letter of evaluation to the Office of the Dean.

November 1 Deadline for submission by the Deans to the Chair of the University Committee on Rank and Tenure of the final list of names of those to be considered for promotion and/or tenure in the current year as well as the actions to be considered for each candidate.

Deadline for submission by the Deans to the Provost of a list of names of those to be considered for conferral of *Emeritus/Emerita* citation.

Deadline for submission of the dossier, including the department chair's review letter, to the Chair of the Rank

and Tenure Committee of the College or School by the Office of the Dean.

December 1 Deadline for submission by the Dean of the material on *Emeritus/Emerita* candidates to the Provost.

December 10 Deadline for completion of reviews by the relevant Rank and Tenure Committee of the College or School.

December 20 Deadline for submission of recommendations on *Emeritus/Emerita* candidates by the Provost to the University President.

January 10 Deadline for submission by the Dean of all material reduced to digital format to the University Committee on Rank and Tenure.

January 15 Deadline for letters to be sent to *Emeritus/Emerita* candidates stating the President's decision and, if positive, the date and time at which the award will be presented, which in general shall be the subsequent President's Convocation.

March 1 Deadline for submission of recommendations by the University Committee on Rank and Tenure to the University President.

March 31 Announcement by the President of all promotions and grants of tenure and notification of all application denials.

The President shall inform the Provost of his reasons for denying requests for promotion and/or tenure as soon as practicable after the President has made decisions on applications for advancement in rank and/or the conferral of tenure. The Provost shall then inform and counsel all unsuccessful candidates prior to the announcement by the President of all promotions and grants of tenure.

All promotions and grants of tenure are effective on the first day of the next academic/contract year.

b. Exceptional Timetable

Under unusual circumstances, promotion and tenure decisions according to these procedures can be made at other than these regularly scheduled times.