

## **FROM FACULTY HANBOOK**

### **3.13.3 ADVANCEMENT IN RANK**

Advancement in rank is a major way in which the University recognizes a faculty member's achievements. A promotion is not a routine reward for satisfactory service but reflects a positive appraisal of high professional competence and accomplishment.

#### **(A) CRITERIA FOR PROMOTION**

Decisions to promote a faculty member must be made in light of a thorough evaluation of his or her performance in all the areas of faculty activity.

The candidate's performance is judged by all recommending parties against the academic unit's written statement of criteria for promotion to the rank in question, the approved written assignment for the candidate, and any special conditions pertaining to the candidate's appointment.

Each academic unit, in concert with the dean and the Senior Vice President and Provost, shall establish and publish specific criteria for promotion in that unit. These criteria may be changed for promotion in that unit from time to time with the approval of the dean and the Senior Vice President and Provost. The Senior Vice President and Provost's approval of the revised criteria shall indicate a date on which they become effective. The revised criteria for promotion shall apply to all faculty in the unit beginning with the academic year following the effective date. These statements of criteria determine the emphasis placed on the various areas of faculty activity, subject to the following conditions:

(1) Qualifications for promotion in all units should include attainment of

high standards in teaching, research, or creative/scholarly activity; and professional and University service and public outreach; and the evaluation should be substantially the same process as followed in tenure considerations.

(2) Service in a given rank for any number of years is not in itself a sufficient reason for promotion.

(3) Promotion should indicate that the faculty member is of comparable stature with others in his or her field at the same rank outside the University.

#### (B) PROCEDURES FOR PROMOTION DECISIONS

(1) Recommendations regarding advancement in rank shall originate in the academic units by procedures to be determined by the Senior Vice President and Provost.

(2) The college dean or the Senior Vice President and Provost may at his or her discretion, require an academic unit to initiate consideration of promotion for an individual faculty member. In such a case, the academic unit must forward a recommendation, whether or not it is favorable.

(3) While primary responsibility for gathering complete information on professional activity rests with the individual faculty member, the chair should assume a share of this responsibility to be certain that all promotion recommendations are initiated on the basis of full documentation. All such documentation must be considered by any person or group making a recommendation.

(4) All recommendations must be in writing and, with the exception of a recommendation based on any polling of the unit's faculty members, all must include a statement of reasons for the recommendation made. Notification of all such recommendations made above the level of the

academic unit, up to and including the recommendation of the Senior Vice President and Provost, must be provided to the unit's chair. The numerical result of the formal secret ballot polling of the unit's faculty members shall be provided to the candidate if the candidate makes a request.

(6) In all recommendations that are to be forwarded, the chair and Committee A members shall provide their recommendations. Each member shall record an independent opinion, by name, without obligation to represent majority departmental opinion. Reasons must be given for all recommendations.

(7) Whenever possible, a promotion should be accompanied by an appropriate increase in salary. If budgetary limitations make this impossible in any particular year, an adjustment should occur at the next budget period when funds are available. Promotions should not be delayed because of budgetary constraints. Conversely, promotions should be earned on their own right and not be used as substitutes for salary increases.

(Regents, 2-12-76, 1-15-87, 7-23-87, 5-9-91, 6-13-91, 7-27-93, 1-27-04)