



## **Revisions to the Promotion and Tenure Administrative Guidelines and Frequently Asked Questions (FAQs) for Policy AC23 for 2022-2023**

### Changes to the Administrative Guidelines

- **I.B.2.b. (Page 1) - To the extent that there is substantial or material inconsistency between these administrative guidelines and guidelines at the academic unit level, the University's administrative guidelines will prevail.**
- **I.E.2. (Page 3) – Language that affirms that promotion and tenure is a confidential process and that all parties (committee members, administrators, and candidates) are expected to maintain confidentiality.**
- **II. C. 2. (Page 6) – *COVID-19 Impacts on Teaching***
  - Dates are updated.
- **III.F.3. (Page 13) – *The Dossier***
  - SRTEs for courses available after the dossier is submitted have been identified as not being “factual change or new substantive information” and permission is needed from the Vice Provost for Faculty Affairs to be added.
- **V.F.2. and 4. (Page 21) – *Review Procedures***
  - Faculty on Joint Appointments
    - Primary department head and secondary department head should consult if there is a disagreement between the two decisions.
    - Primary dean and secondary dean should consult if there is a disagreement between the two decisions.
- **Appendix B (Pages 35-36) –*Timetable for 2022-2023 Promotion and Tenure Reviews*, the following is updated.**
  - Updated the Timetable for 2022-2023 Promotion and Tenure Reviews.
- **Appendix F (Page 43) –*Dossier Dividers and Forms*, it is noted that the following fields and dossier dividers have been revised.**
  - Promotion and Tenure Form (Page 44)
    - Removal of the signature line for Senior Vice President for Research
  - The Scholarship of Research and Creative Accomplishments (Pages 49-50)
    - Updated instructions to be clear that the University does not expect an entry in every category.
  - Service and the Scholarship of Service to the University, Society, and the Profession (Page 51)

- Updated instructions to be clear that the University does not expect and entry in every category.
  - Updated bullets to reflect “diversity, equity, inclusion, and belonging.”
- **Appendix H (Page 56) - *Recommending Faculty for Early Tenure***, a qualifying statement has been added regarding willingness of department committees to review early tenure cases.
- **Appendix I (Pages 57-59)-*Immediate Tenure Reviews***
  - Reinstatement of tenure process added.

### Additions and Changes to the FAQs (Nos.4, 7, 19, 28, 32, 44, 45, 63, 66, and 72)

- **FAQ #4.** Added a new question regarding PTORP and correct documents.

*In PTORP, the “View Entire Candidate Dossier” feature does not include all the uploaded documents or does not include the most recently updated documents. How do you fix this?*

You can view the individual documents successfully or since the forms downloaded from GURU are password protected you can “print” the form to a new PDF and save it. Replace the old PDF with the newly saved version. You can also use the promotion and tenure forms embedded in Activity Insight which are not password protected.

- **FAQ #7** Added a new question regarding change in unit criteria for promotion and tenure.

*When a unit significantly changes their criteria for promotion and tenure mid-probationary period, are candidates held to the new criteria?*

When the dean determines in consultation with its faculty governance body that there has been a substantive change in the unit’s criteria for promotion and tenure the dean should provide candidates with the choice of which set of criteria they will be evaluated against.

- **FAQ #19** Added language to indicate when it is appropriate for a committee member to recuse from voting.

*When is it appropriate for a committee member to abstain from voting on a candidate who is under review for promotion and/or tenure?*

Committee members should **not abstain**. **Committee members may** recuse only when there is a legitimate conflict of interest, such as a relative being considered for promotion or tenure or if there was significant collaboration with the candidate. Members are encouraged to disclose possible conflicts of interest to the unit head and seek consultation about how to best manage the conflict. Conflicts of interest should be declared prior to the discussion of any candidate and members will be recused from the discussion and voting. (Page 24, V.H.3.e.)

- **FAQ #28** Added a new question about whether a faculty member on paid or unpaid leave can serve on committees.

*If a faculty member is on a paid or unpaid leave of any kind, may the faculty member serve on a promotion and tenure review committee?*

No, while on leave, including sabbatical leave, faculty members may not participate on promotion and tenure review committees. The academic unit should respect the purposes of the leave, including sabbatical leave, and there should be no expectation that faculty on sabbatical leave donate their research time for department service of any kind. (See pages 15-16, IV.C. for a discussion of the selection and appointment of review committees.) Academic units should carefully consider whether to allow a faculty member on a one-semester leave in the spring semester to serve on a promotion and tenure committee that may be called back into service while the faculty member is on leave in the spring and the faculty member would not be able to participate in any discussions, meetings, or votes.

- **FAQ #32** Added a new question regarding which set of guidelines prevail when there is a discrepancy between guidelines.

*Which set of guidelines prevails when there is a discrepancy between the guidelines?*

To the extent that there is substantial or material inconsistency between these administrative guidelines and guidelines at the academic unit level, the University's administrative guidelines will prevail. (I.B.2.b.)

- **FAQ #44** Added a new question regarding if a dean may dismiss a faculty member as a result of a provisional tenure review if both the department committee and department had positively recommended the candidate.

*May a dean dismiss a faculty member as a result of a provisional year tenure review (e.g., second- or fourth-year) if both the department committee and the department head positively recommend the candidate?*

Provisional year tenure reviews end with the college dean. If the dean is considering termination of a faculty member after any provisional reviews despite positive recommendations from both the department committee and the department head, then the dossier must also be reviewed by the college committee prior to the dean acting. In units with only one level of review (i.e., department committee and dean), all dossiers must be forwarded to the university promotion and tenure committee for review regardless of the dean's decision. (p. 19, V.B.2)

- **FAQ #45** Added a new question regarding when a dossier moves forward to the University Promotion and Tenure Committee.

*When does a dossier move forward to the University Promotion and Tenure Committee?*

For final tenure review, a dossier moves forward to the University Promotion and Tenure Committee when either the dean is supportive of the tenure decision or when three of the four previous reviews are in support of tenure. (V.B.4.h.)

- **FAQ #63** Added a new question regarding when faculty can return "previous tenure credit."

*Upon appointment, I was awarded credit towards tenure. How can I return "previous tenure credit?"*

A request for a reduction in prior tenure credit will only be considered once for each faculty member. Such a request must be made prior to the initiation of the four-year tenure review. In the College of Medicine, the request must be made prior to the initiation of the sixth-year tenure review. The faculty member, via the appropriate academic unit leader petitions the dean in writing for a reduction of prior tenure credit. If the dean concurs, the request is sent to the Office of Human Resources with a copy to the Vice Provost for Faculty Affairs as the Provost's designee. See policy [ACG17](#), Requests for Reduction of Prior Tenure Credit for more details.

- **FAQ #66** Added a new question on how faculty can appeal a tenure or promotion decision.

*How can I appeal my tenure or promotion decision?*

Policy [AC76](#), Faculty Rights and Responsibilities, outlines how the Faculty Rights and Responsibilities Committee may review petitions from faculty members who believe that have suffered a substantial injustice resulting from a violation of: a) academic freedom; b) procedural fairness; or c) professional ethics. Prior to filing a petition, faculty members must first meet with the University or their academic unit ombudsperson. Faculty members who wish to have the Committee on Faculty Rights and Responsibilities review their tenure or promotion decision are asked to submit a petition within 90 days of the tenure decision and no later than December 31 of the tenure decision year. For example, the deadline for appeals of decisions made for cases in 2022-2023 would be December 31, 2023. Requests for an exception to this deadline may be submitted to the chair of the Faculty Rights and Responsibilities Committee, who after consultation with the Vice Provost for Faculty Affairs will determine whether to grant the exception. The guidelines for implementation in AC76 specifically provide that: "The Committee shall not consider the substantive academic judgment aspects of such matters as promotion, tenure, compensation, and evaluation of performance." More details about this process can be found [here](#).

- **FAQ #72** Added a new question regarding what to do if faculty can't make the April 1 deadline to accept the COVID-19 extension.

*What if I can't make the April 1 deadline because I have not received the results of my review?  
Can the April 1 deadline be extended?*

If you have not received the results of your annual or formal review prior to April 1, your executive unit can request an extension to the April 1 deadline.

*Revised: July 1, 2022*