Promotion Review Process

Departmentalized Units with at least 3 Eligible Voting Faculty members in the Candidate's Unit

Begin Promotion Review

Department Chair informs faculty member of the opportunity to be considered for promotion

Is the promotion mandatory?

No → Candidate requests promotion review

Yes

24-54 B – Faculty Review

Candidate assembles promotion record (including self-assessment of qualifications for promotion)

Optional Subcommittee

Subcommittee (of at least 3 voting members) prepares written report on the qualifications of the candidate for promotion

Department Chair provides candidate with a written committee report and/or recommendation with members identified and specific attributions omitted

OPTIONAL: Candidate may respond in writing within 7 calendar days

Department Chair forwards the committee's report together with candidate response (if any) to the voting faculty

Voting faculty superior in rank and title meet to discuss candidate's record

Voting faculty superior in rank and title vote whether to recommend promotion (Favorable/Unfavorable/Abstain)

Department Chair writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions omitted

OPTIONAL: Candidate may respond in writing to Department Chair within 7 calendar days

Decision Favorable?
- Yes → Department Chair submits all documents to Dean with independent analysis and recommendation.
- No → Did candidate submit response?
  - Yes → (to Department Chair submits all documents to Dean)
  - No → Promotion decision mandatory?
    - Yes → (to Department Chair submits all documents to Dean)
    - No → Department Chair informs candidate that the review was not favorable and will not be transmitted to the Dean

OPTIONAL: Department Chair may share his/her recommendation with candidate

24-54 C – Advisory Committee/Council Review

Advisory committee/council reviews case

Recommendation favorable?
- No → Advisory committee/council submits recommendation with reasons to candidate with specific attributions omitted
- Yes → Recommendation conflicts with the faculty vote?
  - Yes → Advisory committee/council submits recommendation with reasons to candidate with specific attributions omitted
  - No → Advisory committee/council submits recommendations with reasons to the Dean.

24-54 D – Dean Review

Dean reviews the case

Initial recommendation favorable?
- No → Dean provides candidate with initial recommendation and reasons prior to issuance of decision
- Yes → (to Dean transmits recommendation and candidate response)

Dean discusses case with candidate

OPTIONAL: Candidate may respond in writing within 7 calendar days

Final recommendation favorable?
- Yes → Dean transmits recommendation and candidate response (if any) to the candidate and the Provost
- No → Promotion decision mandatory?
  - Yes → Dean transmits recommendation and candidate response (if any) to the candidate and the Provost
  - No → Candidate submitted written response?
    - No → Dean informs candidate of the result and, if not favorable, the reasons
    - Yes → Dean transmits decision and candidate response to Provost for information purposes

Provost reviews case and informs Dean of the decision

Dean informs candidate of the result and, if not favorable, the reasons

Legend:

| Department Chair | Candidate | Subcommittee | Voting faculty | Advisory committee/council | Dean | Provost | Decision | Begin/End |