

**RESOLUTION TO AMEND THE PROMOTION GUIDELINES FOR NON-TENURE-
TRACK COLLEGIATE FACULTY APPOINTMENTS**

WHEREAS, the Faculty Handbook contains policies governing the promotion guidelines for non-tenure-track faculty members; and

WHEREAS, the collegiate professor series was added as a faculty category during the 2015-16 academic year, with the intention to develop a promotion process that was parallel to the promotion and tenure process; and

WHEREAS, current policies outlined in Chapter 5 do not provide this parallel process; and

WHEREAS, the Commission on Faculty Affairs has drafted dossier and procedural guidelines for the promotion of collegiate faculty, which will be reviewed and approved by the University Promotion and Tenure Committee during its final meeting in April 2017;

NOW, THEREFORE BE IT RESOLVED, that the Faculty Handbook be amended to include a new section that specifies the policy for promotion of collegiate faculty, 5.2.4 Promotion Guidelines for Non-Tenure-Track Collegiate Faculty Appointments, as attached (all new text underlined).

RECOMMENDATION:

That the Board of Visitors approve the above resolution.

June 5, 2017

5.2.4 Promotion Guidelines for Non-Tenure-Track Collegiate Faculty Appointments

Non-tenure-track collegiate faculty members are eligible for promotion in rank in accordance with guidelines established by academic departments and approved by an appropriate college-level committee and the dean. Such guidelines should outline the process and criteria for promotion in rank; they should be widely available along with other departmental and college documents related to promotion and tenure. Faculty members must be in a *regular* rather than *restricted* appointment to be considered for promotion.

Promotion in rank for any non-tenure-track position is not a requirement of continued employment, or an entitlement for years of service without evidence of exceptional merit, continued professional development, and contribution in the assigned role. An approved promotion in rank is recognized by a change in title, increasing length of appointment contract, and a base salary adjustment as identified in the annual faculty compensation plan approved by the Board of Visitors.

Consideration for promotion in rank includes preparation of a dossier using a common university format for collegiate professors, which may be based on relevant elements of the promotion and tenure dossier format for tenure-track faculty members. Typically such a dossier includes a statement of professional direction and accomplishment, a full dossier, and documentation of contributions associated with the collegiate faculty's appointment. These contributions can be to instructional programs or administrative and/or service responsibilities. Colleges and departments may request supplemental materials. The appropriate college committee and dean approve guidelines for dossier development and departmental policies and procedures for the promotion process. External evaluations of credentials are required for promotion to collegiate associate professor and collegiate professor.

The promotion dossier is reviewed at three levels: (1) by an appropriately charged departmental committee and the department head or chair, (2) by an appropriately charged college-level committee and the dean, (3) and by the university promotion and tenure committee. The department head or chair and dean make separate recommendations to the subsequent review levels. The provost reviews the recommendations from the three levels and makes recommendations to the president. The Board of Visitors grants final approval.

Given the wide variation in representation of non-tenure-track collegiate faculty appointments in the various academic colleges, some latitude is provided in the nature and make up of such committees. For most departments, the existing departmental promotion and tenure committee may review the dossier(s) and make recommendations. Similarly, at the college level, the existing promotion and tenure committees may be assigned such review and recommendation responsibilities. While the procedures vary to recognize practical issues and varying numbers, the guidelines for review should be in writing and adhered to for consistency and fair treatment of all

candidates. A faculty member may not serve on any committee that is evaluating a spouse, family member, or other individual with whom the faculty member has a close personal relationship. (See chapter two, "Potential Conflicts Involving Spouses and Immediate Family Members.")

Given that promotion decisions do not carry the same "up or out" decision associated with tenure, a negative recommendation on a promotion request need not translate into termination of employment. Indeed, a faculty member may remain at the initial rank as long as their performance warrants continued employment and serves departmental needs. If the promotion request is not supported on the first submission, it may not be appealed until at least a second review has taken place in a subsequent or later year.

Following the same pattern as review of tenure-track faculty members, a positive recommendation from either or both the departmental committee and the department head or chair automatically advances the dossier for promotion to the college committee level. Similarly, at the college level, a positive recommendation from either or both the college committee and the dean results in automatic advancement of the recommendation to consideration by the university promotion and tenure committee.

Faculty members should be provided written feedback in the case of a negative recommendation at either the department, college, or university level so that they might improve their performance or dossiers for a later submission.