

## COLLEGE OF HEALTH SCIENCES

### **PROMOTION AND TENURE GUIDELINES**

(eff: 5/2/2005 pulled from CHS Faculty Constitution and Bylaws)

#### **A. Committee on Promotion and Tenure**

##### **1. Composition**

- a. Two tenured faculty members each from the Department of Health, Nutrition, and Exercise Sciences and the School of Nursing and one tenured faculty member from the Department of Medical Technology, not currently serving on a Promotion and Tenure Committee at another level, will be elected by the departments/school. Administrators of the College are not eligible for membership on the College Committee on Promotion and Tenure.
- b. Faculty members serving on the College Committee on Promotion and Tenure may neither participate in the discussion of, nor vote on, candidates from their own department.
- c. The majority of the College Committee on Promotion and Tenure shall be at a rank higher than the candidate. It may be necessary to form ad hoc committees in certain cases to operate within these guidelines. Ad hoc committees will be appointed by the Dean with advice from the College Governance Committee.

##### **2. Functions**

- a. The College Committee on Promotion and Tenure will review departmental criteria to ensure reasonable uniformity.
- b. The College Committee on Promotion and Tenure will review dossiers and make recommendations to the Dean based upon departmental criteria.
- c. The results of the review by the College Committee on Promotion and Tenure shall be reported in writing to the candidate, chairperson of the Department/School Promotion and Tenure Committee, Department Chairperson/School Director, and be forwarded with the dossier to the Dean. Fairness to the candidate and department requires that the College Committee on Promotion and Tenure explain any disagreements with recommendations made at an earlier stage.

##### **3. Appeals**

- a. After receiving the College Committee on Promotion and Tenure's recommendations, the candidate may appeal in writing to the chairperson of the College Committee on Promotion and Tenure within five (5) working days.
- b. The College Committee on Promotion and Tenure will hold a hearing with the candidate within five (5) working days after receipt of a written appeal.
- c. The final decision of the College Committee on Promotion and Tenure will be forwarded in writing to the candidate, chairperson of the Department/School Promotion and Tenure Committee, Department Chairperson/School Director, and the Dean.

#### 4. Review Schedule

**March 15** - Candidate notifies the Department Chairperson/School Director of his/her intention to apply for promotion in writing. The request is forwarded to the chairperson of the Department/School Promotion and Tenure Committee.

**September 1** – Candidate submits completed dossier to the chairperson of the Department/School Promotion and Tenure Committee.

**October 1** – The Department/School Promotion and Tenure Committee forwards its recommendation in writing to the candidate and Department Chairperson/School Director and forwards the recommendation and dossier to the Department Chairperson/School Director. The time for appeal is within five (5) working days of the Department/School Promotion and Tenure Committee's decision and two (2) weeks for a hearing by the Department/School Promotion and Tenure Committee.

**October 15** – The Department Chairperson/School Director forwards his/her recommendation in writing to the candidate and the chairperson of the Department/School Promotion and Tenure Committee and forwards the recommendation and dossier to the College Committee on Promotion and Tenure.

**December 1** – The College Committee on Promotion and Tenure forwards its recommendation in writing to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, and the Department Chairperson/School Director and forwards the recommendation and dossier to the Dean. The time for appeal is within five (5) working days of the candidate's notification of the College Committee on Promotion and Tenure's decision and two (2) weeks for a hearing by the College Committee on Promotion and Tenure.

**January 2** – The Dean sends his/her recommendation in writing to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, Department Chairperson/School Director, and the chairperson of the College Committee on Promotion and Tenure, and forwards the recommendation and dossier to the University Committee on Promotions and Tenure.

**February 15** – The University Committee on Promotions and Tenure forwards the dossier and recommendation to the Provost with a copy of its recommendation to the candidate, the chairperson of the Department/School Promotion and Tenure Committee, the Department Chairperson/School Director, the chairperson of the College Committee on Promotion and Tenure, and the Dean.