

College of Allied Health Professions Guidelines and Procedures Pertaining to Promotion and Tenure

Faculty appointed to Tenure Track appointments will be subject to the same promotion and tenure policies as specified in Sections 3.10 and 3.11 of the Faculty Handbook. Traditional ranks of tenure-track faculty are Assistant Professor, Associate Professor, and Professor.

Non-tenure track appointments are typically made for positions with specific work load assignments that are primarily devoted to clinical, teaching, research or administrative functions and not of sufficient breadth to facilitate required activities/progress in a tenure track position. Non-tenure track appointments are also made for positions supported by extramural funding. See Section 3.14 of the Faculty Handbook. Depending upon credentials and qualifications, a faculty member who earned a terminal degree in their field (or related field) could be appointed as Assistant Professor, Associate Professor, or Professor. For those individuals without a terminal degree in their field (or related field), the rank of Instructor or Senior Instructor are available. The terminal degree is determined by the Department faculty based on guidance from each discipline's accrediting body as well as CHEA and SACS.

Candidates for promotion to Professor and those seeking tenure and promotion to Associate Professor will be required to follow the processes and procedures described in the Faculty Handbook and any directives from the Office of Academic Affairs.

Pre-Tenure Review of Assistant Professors

In addition to the Annual Affirmative Action Plan Evaluation, tenure-track faculty members are reviewed annually for progress toward tenure during their probationary period by the departmental committee and Department Chair. The annual pre-tenure reviews should address all aspects of the faculty member's performance relevant to tenure. As part of this annual review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written evaluation that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The college dean will review all annual reviews for compliance with University policy and procedures.

A mid-probationary review is conducted at the department level or comparable academic unit for all untenured tenure-track faculty no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty members whose probationary term includes credit for prior service). The mid-probationary review will also function as the annual pre-tenure review for that year. The mid-probationary review should address all aspects of the faculty member's performance relevant to tenure. As part of this review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The Departmental Chair will conduct the mid-probationary review in consultation with the tenured faculty of the department or comparable unit. The chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written summary that addresses all aspects of the faculty

member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The college dean will review the mid-probationary evaluation for compliance with University policy and procedures.

Application for Promotion and Tenure (see also Appendix 2)

I. Role of the Faculty Member in the Application Process

The faculty member initiates the application for promotion and tenure, in consultation with the Department Chair, via the submission of a portfolio of evidence of professional accomplishment. **This portfolio will provide the main source of information to review the candidate's credentials.**

In the absence of faculty initiative, no consideration of promotion or tenure will occur. A faculty member may elect to withdraw the application at any time during the process by notifying the Department Chair and Dean. However, in the absence of written notification of voluntary withdrawal, the application will be considered at each level in the process. After the first three levels of review (External Reviews, Departmental Committee Review, and Departmental Chair Review), the Department Chair will meet with the candidate and will inform the candidate of the recommendation of promotion, tenure, or both. If a faculty member does not complete the application for **tenure (submission of a completed portfolio)** by the stated deadline, a letter of non-reappointment will be issued.

II. Role of the Department Chair in the Faculty Application Process:

It is the responsibility of the Departmental Chair to remind the faculty member in writing when eligibility occurs with sufficient time for the application to be completed. The faculty member must ensure that their portfolio is complete by the assigned deadline and submitted to the Department Chair who will then forward it to the Dean of the Pat Capps Covey College of Allied Health Professions. After the review by the departmental promotion and tenure committee (where applicable), the Department Chair will review the portfolio for professional accomplishments in areas of teaching, scholarship, service, and professional collegiality. The Department Chair will facilitate and communicate with External Reviewers. After the first three levels of review (External Reviews, Departmental Committee Review, and Departmental Chair Review), the Department Chair will meet with the candidate and will inform the candidate of the recommendation of promotion, tenure, or both.

III. Description of the process:

Considering that the evaluation of an individual for promotion or tenure must be as impartial as possible, the review process requires that the candidate's record be reviewed at the following levels:

- A. The Departmental Level
 - a) External review (3-5)
 - b) Departmental Promotion and Tenure Committee
 - c) Department Chair

- B. The College Level
 - d) College Promotion and Tenure Committee
 - e) Dean of the College

- C. The University Level
 - a) Provost and Senior Vice President for Academic Affairs
 - b) President of the University
 - c) Board of Trustees

IV. Description of steps in the review process:

A. External Review of Candidates for Tenure

An external review of the candidate's scholarship will be included in all tenure applications. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role. Obtaining the reviews will be the responsibility of the department chair in accordance with the following procedures:

The candidate, the chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

The chair of the Departmental Tenure Committee will select name(s) from each of the three lists and will request that the department chair contact reviewers. The department chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's tenure portfolio and will be a component of all levels of the tenure review process. All reviews received by the deadline must be included in the file.

The Departmental Tenure Committee shall submit a written report to the department chair. The chair shall submit a written report to the dean along with the Departmental Tenure Committee's support and the faculty member's supporting documents. USA Faculty Handbook Revision 3.11.4.3, Chapter 3. Adopted 2019.

External Review of Candidates for Promotion to Associate Professor or Professor

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role. Obtaining the reviews will be the responsibility of the department chair in accordance with the following procedures:

The candidate, the chair of the Departmental Promotion Committee, and faculty in the department, senior in rank, except assistant professors, each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

The chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the department chair contact reviewers. The department chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's portfolio and will be a component of all levels of the promotion review process. All reviews received by the deadline must be included in the file.

The Departmental Promotion Committee shall submit a written report to the department chair. The chair shall submit a written report to the dean along with the Departmental Promotion Committee's report and the faculty member's supporting documents. USA Faculty Handbook Revision 3.10.3, Chapter 3; Adopted 2019.

B. The Departmental Review

The Department Chair convenes the Departmental Promotion and Tenure Committee. The committee shall include all tenured faculty and all other faculty holding the rank of Associate Professor or Professor. For **candidates requesting promotion to Professor**, only the members of the committee holding the rank of Professor shall participate in the evaluation of that candidate. For **candidates requesting tenure**, only tenured faculty at the same or higher rank shall participate in the evaluation. The Departmental Review involves several steps:

- i. Review by the Departmental Committee:** The committee members elect a Chair and deliberate without the Department Chair being present. The committee's recommendation concerning tenure and/or promotion must be supported by a rationale shared in the committee's recommendation and will include the final voting

record. **All members must sign the written report.** The report is added to the Reviews (pdf document on google drive).

- ii. **Department Chair's Review:** The Department Chair has as many as four sources of information for his/her evaluation of the candidate: a) the recommendation letter from the Departmental Committee; b) the information provided by the candidate in his/her dossier; c) documentation from annual faculty evaluations between the Department Chair and the candidate; and d) evaluation by external reviewers. After reviewing the available information, the Department Chair will “develop a written recommendation for or against tenure/promotion along with a justification for the recommended action. The [Department] chair meets with the candidate and informs the candidate of the recommendations [Departmental Promotion and Tenure Committee and Department Chair], giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers) and the departmental review notification form giving them one week to submit the form to the Dean (*Faculty Handbook* section 3.10.1 and 3.11.4.3, February 2017). The Department Chair will provide a written recommendation to the College Committee summarizing with his/her rationale for supporting or not supporting the candidate's application for tenure and/or promotion.

C. College Level Review

- i. **College Committee Review:** The Dean of the College appoints **seven** faculty members holding the rank of tenured Associate Professor or Professor, for the College Promotion and Tenure Committee during the Fall semester and appoints the Committee Chair. For **candidates requesting promotion to Full Professor** only the Full Professor faculty may be appointed to the committee. **For candidates requesting tenure**, only tenured faculty at the same or higher rank shall be appointed to the committee. In the case where there are not a sufficient number of appropriately ranked professors available in the College, the Dean may appoint faculty members from other Colleges.

The College Promotion and Tenure Committee will be convened by the Committee Chair. The committee will be provided the portfolio (electronically) developed by the candidate which will include all internal and external evaluations and summaries completed to that point in the process, and a summary of the percentage (FTE) of teaching, scholarly, service and administrative assignment of the candidate during his/her tenure at the university. Upon completion of deliberation, the Committee will provide a written recommendation to the Dean stating the rationale for their decision and the final voting record. **All committee members must sign the written report.**

- ii. **Dean Review:** The Dean of the College will provide a statement and rationale in support or non-support of the candidate's application for both tenure and/or promotion.

The Dean will forward to the Provost and Senior Vice President for Academic Affairs the Candidate's Portfolio to include the External Reviews, the deliberations and recommendations by Departmental Committee, Department Chair, College Committee and Dean as well as a report of the votes.

D. University Level review

- i. Provost and Senior Vice President for Academic Affairs:** The Provost and Senior Vice President for Academic Affairs shall review all the previous materials received from the Dean of the College and make a recommendation to the President per general university guidelines in this regard.
- ii. President:** The President shall review the evaluations received from the Provost and Senior Vice President for Academic Affairs and make recommendations to the Board of Trustees per general university guidelines.
- iii. Board of Trustees:** Recommendations for promotion and/or tenure are not official until approved by the Board of Trustees.

V. Evaluation Criteria Weighting

- A.** It is recognized that the workload assignments of faculty will vary as a function of individual strengths, professional areas of expertise and as a function of the educational needs of the department. The assignment of faculty Full Time Equivalent (FTE) workload is a negotiated collegial process between the Department Chair, the Dean, and the faculty person. While the assignments may vary as the circumstances and demands of the department change over time, the general emphasis of the workload across teaching, scholarly activity, service, or administration is set forth at the time of employment and specifically allocated annually by the department chair with approval of the Dean.
- B.** Regardless of the FTE assignment, promotion to successive ranks and/or tenure in the Pat Capps Covey College of Allied Health Professions is based on the expectation of a demonstrated commitment to excellence in teaching and quality scholarly productivity. Promotion is never automatic, regardless of the number of years of service.
- C.** Evaluation for promotion is based on assessment of scholarship, teaching, and service. The percentage of FTE previously assigned to each of these areas shall be reported in the promotion/tenure dossier and provided at all levels of evaluation.

Summary of Tenure and Promotion Deadline Dates

July/August	Dean's office informs first time eligible candidate and Department Chair of candidacy
September 1	Faculty member initiates application by providing a letter to their Department Chair. Chair then notifies the Dean's office.
Fall Semester	Candidate prepares portfolio via Digital Measures. Note: All materials supplied by the candidate must be submitted via Digital Measures.
October 1-15	Deadline for candidate to submit their updated CV for external review to the Department Chair. Departmental T&P Committee convenes. Candidate, Chair of Departmental T&P Committee, tenured faculty, and/or faculty senior in rank to candidate (except Assistant Professors) in the department submit list of names of external referees (see USA faculty handbook Ch. 3, pg. 95). Chair of Department T&P Committee selects referees. Department Chair contacts external reviewers.
October 16- November 1	Department Chair communicates with external referees by this date and provides relevant candidate information (i.e. letter and CV) as well as due date for review (November 15).
November 15- December 1	External reviews received by the Department Chair. Department Chair adds these letters to the portfolio for review at all levels.
December 1	Deadline for the candidate to complete their Digital Measures submission and submit DM cover page.
December 15	Deadline for the Departmental T&P Committee to submit their report to the Department Chair
December 16 to January 8	Department Chair reviews and develops a written recommendation.
January 8	Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The chair shares with the candidate their written recommendation for or against tenure (which should omit names of external reviewers) and gives the candidate a copy of this written recommendation and justification. Additionally, the Department Chair provides the candidate with the Departmental notification form. See USA Faculty Handbook Ch. 3, pg. 96.

January 15	Deadline for the candidate to include any additional materials supporting their candidacy. Deadline for the candidate to submit the Departmental notification form. Department Chair's recommendation and all materials are submitted to the Dean.
By January 20	Dean convenes College Committee
By February 15	College Committee reviews applicant's portfolio and submits written recommendation to the Dean
February 28	Deadline for a candidate for tenure and/or promotion to submit a written request to their Department Chair and Dean withdrawing their application for tenure and/or promotion
By March 1	Dean's review of applicants and preparation of recommendation to Provost and Senior Vice President of Academic Affairs
June	Candidate informed of outcome Department Chair to notify candidate names of external reviewers
August 15	If promotion is earned the new rank begins on this date

*Note: In the event that any of the dates specified in the timeline fall on a weekend or Holiday, the deadline is the next business day.