Tenure and promotion recommendations constitute one of the most important duties performed by faculty because the excellence of a university depends upon maintaining a high standard of quality for all personnel. University policy defines the criteria by which tenure (7.29) and promotion (7.4) deliberations must be guided. Above all, all comments—oral and written—should be based on professional considerations. Committee members are advised that their comments could become an element of an administrative appeal or litigation by a candidate under review.

Three factors are appropriate to the tenure decision: “meritorious performance” in teaching, research/scholarly/creative accomplishment, and service. Since academic units within the College of Liberal & Applied Arts have different benchmarks for awarding tenure, the criteria of the candidate’s unit govern the evaluation of whether expectations are fulfilled. Since tenure policies change over time, college policy further specifies: “All candidates for tenure will be evaluated based upon criteria in place as of September 1 of the third probationary year.” Candidates involved in pre-tenure reviews follow the same guidelines in portfolio preparation that apply to candidates for tenure.

University policy (7.4, III, C, 5) provides a different set of requirements for promotion. Each rank has its own targets in terms of degree earned, accomplishments, and years in prior rank. Again, standards established by the academic unit control the evaluation process. Promotion to associate professor requires excellence in teaching as well as excellence in either scholarship or service; promotion to full professor requires excellence in all three categories. Candidates for emeritus status (Policy 7.10) are handled according to promotion procedures and must meet three requirements: extended service to SFA (usually 10 years), rank of at least Associate Professor, and distinction in teaching, scholarship, and service.

Tenure and promotion portfolios are housed in the Dean’s Office (F-273). Only members serving on college–level committees are allowed access to the portfolios. The files are kept in a locked cabinet and access can be obtained only from the Associate Deans or the Assistant to the Dean. Portfolios cannot be removed from the office under any circumstance. Documentation cannot be added or removed from any portfolio. The contents of portfolios can only be discussed within a formal committee meeting. Representatives who served on departmental committees must recuse themselves from voting at the college level on candidates from their unit, but they may orally answer questions from committee members.

Each college committee will meet, elect a member as chair, and carefully consider portfolios with respect to the departmental criteria for awarding tenure and/or promotion. Under university policy, candidates for pre-tenure must be provided written feedback that includes strengths and weaknesses (with recommendations for addressing any weaknesses), a statement indicating whether the candidate is progressing satisfactorily toward tenure, and a recommendation concerning continuation of the appointment.

Following committee discussion, each chair will conduct a confidential vote. All members of a committee will be given a ballot and will indicate clearly whether a candidate should be recommended for tenure and/or promotion. Committee members may choose to include written comments that will become part of the official portfolio and may become accessible to the individual being reviewed as well as others during the course of appeal, litigation, or public information requests.

The chair of the college committee will tabulate the results of the committee vote and insert them into the portfolio. The chair may also provide an optional summary report. The chair of the committee will personally deliver portfolios to the dean no later than December 9, 2016. This deadline cannot be missed for any reason under university policy.