

Promotion and Tenure Policy (UHAP 3.3)

For Review: Section 3.3.03 Promotion Reviews of Career-Track Faculty

POLICY INFORMATION

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Purpose and Summary

This section applies to the promotion and tenure review processes for tenure-eligible faculty, tenured faculty, and Career-Track faculty. Decisions relating to promotion, tenure, and renewal will be made in accordance with University rules and procedures. Final decisions on promotion, tenure and renewal will be made by the University President or designee after considering all evaluations, recommendations, and other evidence submitted. Attainment of tenure can only occur through specific notification by the President and may not result from inaction or inadvertence.

Scope

This Policy applies to all Faculty Members.

Definitions

[Definitions from the University Handbook for Appointed Personnel](#)

Policy

3.3.03 Promotion Reviews of Career-Track Faculty

Career-Track Faculty Members in designated titles may be reviewed for promotion. Promotions from lecturer to senior or principal lecturer require a review by a departmental committee and the approval by the relevant head or director. A more extensive review is required for promotions of Career-Track Faculty in designated professorial titles such as assistant or associate professors of practice, research/scholarship/creative activity or clinical assistant or associate

professors, or other such titles specified by the University for Career-Track professorial appointments. As noted in UHAP 3.3.03.C. and 3.3.03.F., promotions for such appointments may occur only after reviews at the department or college levels by the appropriate dean for faculty with clinical series or clinical scholar titles. Professorial appointments for promotion to full rank will be reviewed and approved by the Provost and Chief Academic Officer.

A. Standing Committees

Each college, department, or other unit will have a Standing Advisory Committee to advise the dean and administrative head with recommendations on reviews for promotion. Each committee will include at least three Career-Track Faculty at the same rank or above. Other faculty tracks can be included if a unit does not have sufficient Faculty Members to constitute such a committee, then the faculty and head will consult with the appropriate dean on forming such a committee from other units. Such advisory committees will be so constituted that recommendations will be made only by Faculty Members holding rank superior to the rank of the Faculty Member being considered, except in the case of promotion to full professor where the committee members will each be a full professor. Standing Advisory Committees generally will meet without the administrator whom they advise. Deliberations, evaluations, and recommendations of Standing Advisory Committees are confidential, as are any evaluations or recommendations received by them.

B. Criteria

Within the general guidelines included below, promotion criteria are to be developed by Faculty Members and approved by deans and the Provost and Chief Academic Officer. Promotion requires excellent performance and the promise of continued excellence in teaching, research, and service as determined by the specific duties assigned to the individual Faculty Member. The University values collaboration among colleagues, both externally and internally, and the candidate's contributions to such collaborations will be considered in promotion reviews.

The University values an inclusive view of scholarship in the recognition that knowledge is acquired and advanced through discovery, integration, application, and teaching. Depending on the assigned duties of individual candidates and the criteria of their departments and colleges, promotion reviews may consider original research, contributions in peer-reviewed publications, as well as integrative and applied forms of scholarship that involve cross-cutting collaborations with business and community partners, including translational research, commercialization activities, and patents.

The University expects the highest standards of professional conduct, as detailed in [UHAP 7.01.01 Statement on Professional Conduct](#). This Statement sets out the expectation that faculty will uphold scholarly standards, maintain intellectual honesty, and “respect the dignity of others,” including their “right to express differing opinions.”

Members of Standing Advisory Committees at all levels are expected to familiarize themselves with all promotion criteria applicable to the individuals they are to consider. Current copies of those criteria will be maintained in the offices of the administrative head, college dean, and Provost.

Career-Track Faculty Members being considered for promotion are expected to familiarize themselves with the promotion criteria applicable to their units. Annual performance reviews may be considered in the promotion process,

but satisfactory ratings in the annual performance reviews do not necessarily indicate successful progress toward promotion. Progress towards promotion requires accomplishment over a period of years in the broader range of faculty responsibilities.

C. Levels of Review

Dossiers for the promotion of Career-Track Faculty other than lecturers and clinical faculty will be prepared following the guidelines provided on the Provost's webpage.

Reviews of Career-Track Faculty dossiers will involve the following levels in a multiple-department college:

1. Departmental Standing Advisory Committee on Faculty Status (where the department contains sufficient personnel to warrant such a committee);
2. Department or unit head;
3. College Standing Advisory Committee on Faculty Status; and
4. Dean of college.

In a single-department college, only levels 3 and 4 are required. A dean will designate a Faculty Member to act as the administrative head when a department or program temporarily has no administrative head or if there is a conflict of interest.

Professorial titles promotion to full rank will be reviewed and approved by the Provost.

D. Decisions on Promotion

The department or unit head will consider the recommendations that have been made as well as any violations of policies that demonstrate that the candidate has failed to meet the expectations set out in the [Statement on Professional Conduct in UHAP 7.01.01](#).

E. Instructors

Academic units do not generally have a promotion path for instructors, though such tracks may be appropriate in units with extensive noncredit offerings. However, when justified by annual performance reviews and increased responsibilities such as expanded teaching or supervisory duties, instructors may also be converted to other titles that are not eligible for tenure (such as lecturer or assistant professor of practice), provided their annual performance reviews under [Annual Performance Reviews of Faculty Policy](#) meet the criteria in Section 3.3.03.b. Such appointments are to be made following standard procedures.

F. Lecturers

Promotion to lecturer, senior lecturer, or principal lecturer may be made following reviews by a departmental Standing Advisory Committees with the approval of the appropriate department or unit head. In cases where promotion was denied, appeals may be made by the Faculty Member within 30 days of the decision to the Dean. The Dean's decision is final. When justified by increased responsibilities such as expanded teaching or supervisory duties, lecturers at any rank may also be converted to other ranked titles on the career track (such as assistant professor of practice), provided their annual performance reviews under [Annual Performance Reviews of Faculty Policy](#) meet the criteria in Section 3.3.03.b. Such appointments are to be made following standard procedures.

G. Clinical Faculty

Promotion reviews for clinical faculty will use Clinical Faculty Dossiers that include rigorous assessments of the quality of clinical care provided by the Faculty Member. Clinical faculty promotions may be made following reviews by Standing Advisory Committees at the department and college levels upon the recommendation of a department or unit head with the approval of the appropriate dean. Appeals of decisions on the promotion of clinical faculty may be made within 30 days of the decision to the Dean. The Dean's decision is final.

H. Assistant Professors

Appointment or promotion to assistant professor on the career track will require evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake high-quality teaching, research, and service. Promotion to the associate rank is possible after a minimum of years of service in the assistant rank. Appeal rights are listed in Section 3.3.03.K. below.

I. Associate Professors

Appointment or promotion to associate professor on the career track will require evidence of an established and productive career in addition to the qualifications required of the assistant rank. Such an individual will be known at the state and regional level for the individual's particular expertise and will contribute to the departmental program in a significant fashion. Annual reappointments may be made an indefinite number of times, subject to satisfactory performance evaluations. Career-Track associate professors may go up for promotion to the rank of professor at any time. Appeal rights are listed in Section 3.3.03.K. below.

J. Professors

Appointment or promotion to professor on the career track will require outstanding qualifications regarding expertise and experience in addition to the qualifications required of an associate professor. Such an individual must have achieved national recognition through peer organizations and will bring distinction to the department. Career-Track professors may be reappointed annually provided they continue to meet the criteria for the rank and perform

satisfactorily as determined by annual performance evaluations. Promotions to full rank will be reviewed and approved by the Provost. Appeal rights are listed in Section 3.3.03.K. below.

K. Appeals to the Provost for the Professorial Series

In cases where the Dean of college has denied promotion to a Career-Track Faculty Member on the professorial tracks, the Faculty Member may appeal to the Provost. Such appeals must be submitted in writing to the Office of Faculty Affairs within 30 days after the date of the Dean's decision. Within 90 days of Faculty Affairs receipt of the written appeal, the Provost, or the Provost's delegate, will issue a written decision to the Faculty Member and will provide copies to the appropriate dean and immediate administrative head. The Provost's review will generally be limited to the record compiled under Section 3.3.02.c. The Provost's decision is final. However, the Committee on Academic Freedom and Tenure may subsequently consider allegations that the decision was the result of due process violations, unlawful discrimination, or other unconstitutional actions and may recommend further review or action. If alleged unlawful discrimination is the basis for appeal, the University's internal process for addressing employment discrimination complaints must first be utilized. The Provost may then direct that such additional review or action be taken; otherwise, the matter is not subject to further review.

Compliance

Faculty Affairs is responsible for overseeing compliance with this Policy.

Please note that the following sections are provided solely for the convenience of users and are not part of the official University policy.

Sources

[ABOR Policy 6-201 Conditions of Faculty Service](#)

Related Information

[Annual Performance Reviews of Faculty Policy](#)

[Professional Conduct Policy](#)

[Vice Provost for Faculty Affairs website: Promotion](#)