

PROCEDURES FOR PROMOTION RECOMMENDATION:

FLOW AND CHECK-OFF LIST

Name _____

Instructions: This form is utilized for promotion consideration of Lecturers and serves as a check-off list, assuring uniform procedural integrity at all levels of evaluation. It is initiated by the departmental/unit chairperson. The person responsible for any given step should, in the spaces provided, initial and date that step at its completion.

1. The departmental/unit chairperson

- _____ a. Prior to January 15, shall determine whether a Lecturer, not previously eligible, has become eligible to be considered for promotion by completing Form L2 and ask those concerned to state in writing (use Form L6) whether they do or do not wish to be considered for promotion. Alternatively, a faculty member that was previously informed they were eligible for promotion shall submit Form L6a to the departmental/unit chair by January 21 to request promotion consideration.
- _____ b. Compile a list of departmental/unit peers qualified to vote as stipulated in Section III.15 Promotion Procedures and Forms.
- _____ c. Notify the departmental/unit peers by letter (Form L15) that the promotion dossier is complete, and arrange for a meeting at which the qualifications of the candidate will be discussed and the vote will be taken.
- _____ d. Determine, based on the vote of the departmental/unit peers, whether the faculty member is to be recommended for promotion using Form LP.
- _____ e. If the departmental/unit chairperson disagrees with the recommendation as expressed in the vote of the departmental/unit peers, he/she shall write a letter to those peers informing them of the reasons for his/her decision. A copy of the letter shall be sent to the administrator to whom the faculty member immediately reports, if other than the departmental/unit chairperson, and to the candidate, and a copy of the letter shall be placed in the promotion dossier.
- _____ f. Transmit a copy of the departmental/unit Chairs promotion recommendation memo and notify the candidate of the vote of the departmental/unit peers. Use Form L17.

- _____ g. Forward the Dossier which includes the recommendation memo and Form L18, to the Dean by March 1.
- 4.
 - _____ a. The dean of the college shall review the dossier, make a recommendation using Form L18, and forward all the documents to the Vice President for Academic Affairs by March 15.
 - _____ b. If the dean disagrees with the recommendation as expressed in the vote of the departmental/unit peers, he/she shall write a letter to the peers informing them of the reasons for his/her decision. A copy of the letter shall be sent to the departmental/unit chairperson, to the administrator to whom the faculty member immediately reports, if other than the departmental/unit chairperson, and to the candidate, and a copy of the letter shall be placed in the promotion dossier.
- 5.
 - _____ a. The Vice President for Academic Affairs shall review the dossier, make a recommendation using Form L18, and forward all the documents to the President by March 30.
 - _____ b. If the Vice President for Academic Affairs disagrees with the recommendation as expressed in the vote of the departmental/unit peers, he/she shall write a letter to the peers informing them of the reasons for his/her decision. A copy of the letter shall be sent to the dean, to the departmental/unit chairperson, to the administrator to whom the faculty member immediately reports, if other than the departmental/unit chairperson, and to the candidate, and a copy of the letter shall be placed in the promotion dossier.
- 6. The President shall
 - _____ a. upon receipt of the dossier from the office of the Vice President for Academic Affairs, review Form L18, make a recommendation, and, not later than the last day of the academic year,
 - _____ (1) if the recommendation agrees with the vote of the departmental/unit peers and is affirmative, submit it to the TTU Board of Trustees.
 - _____ (2) if it agrees with the vote of the departmental/unit peers and is negative, inform the candidate by letter of his/her decision.
 - _____ (3) if it disagrees with the vote of the departmental/unit peers and is negative, inform the candidate by letter of the reasons for his/her disagreement (with a copy to the Vice President for Academic Affairs, the dean, the departmental/unit chairperson, the

administrator to whom the faculty member immediately reports, if other than the departmental/unit chairperson, and the peers).

- _____ (4) if it disagrees with the vote of the departmental/unit peers and is positive, submit the recommendation to the TTU Board of Trustees.

- _____ b. for those candidates recommended to the Board for promotion, inform the candidate by letter of the action of the Board; and

- _____ c. return the completed dossier to the department.