

PROCEDURES FOR PROMOTION RECOMMENDATION: FLOW AND CHECK-OFF LIST

Name _____

Instructions: This form is utilized for promotion consideration of tenured and tenure-track faculty 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 September 1, shall determine whether a faculty member, not previously eligible, has become eligible to be considered for promotion by completing the appropriate form (Form P2 or I2) and ask those concerned to state in writing (use Form P6) whether they do or do not wish to be considered during the current academic year. Alternatively, a faculty member that was previously informed they were eligible for promotion shall submit Form P6a to the departmental/unit chair by September 7 to request promotion consideration during the current academic year.
- _____ b. Compile a list of departmental/unit peers qualified to vote and supply this list to the promotion committee chair.
- _____ c. Call a meeting by September 15 of the departmental/unit peers who hold rank equal to or higher than that for which the faculty member is a candidate, and determine the composition of the departmental/unit promotion committee.

2. The chairperson of the departmental/unit promotion committee shall

- _____ a. Solicit by letter all information requested by the candidate and provided for by these procedures.
- _____ b. Send letters to all departmental/unit peers requesting evaluative information for the candidate's promotion dossier. Should there not be five peers (not including the departmental/unit chairperson) in the department/unit to which the faculty member belongs, see Section III. 2. of the Promotion Procedures and Forms List.
- _____ c. In consultation with all the members of the committee, prepare a report on the contents of the promotion dossier and submit the report to the departmental/unit peers. Use Form P14.
- _____ d. Notify the departmental/unit peers by letter (Form P15) and the departmental/unit chairperson 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.

- ____ e. Determine, based on the vote of the departmental/unit peers, whether the faculty member is to be recommended for promotion, then initiate Form P18.
 - ____ f. Immediately transmit a copy of the departmental/unit promotion committee's report to the candidate and notify him/her of the vote of the departmental/unit peers. Use Form P17.
 - ____ g. After ensuring its completeness, forward the unabridged dossier to the departmental/unit chairperson by November 21.
- 3. ____ a. The departmental/unit chairperson shall review the dossier, ensure its completeness, make a recommendation using Form P18, and forward all the documents to the dean of the college by January 10.
- ____ b. 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.
- 4. ____ a. The dean of the college shall review the dossier, make a recommendation using Form P18, and forward all the documents to the Vice President for Academic Affairs by February 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 P18, and forward all the documents to the President by March 15.
- ____ 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 P18, 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. See III. 12. of the Promotion Procedures and Forms List.