

PROCEDURES FOR PROMOTION RECOMMENDATION:

FLOW AND CHECK-OFF LIST

Name _____

Instructions: This form is utilized for promotion consideration of Instructors/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 **September 1**, shall determine whether a Instructor/Lecturer, not previously eligible, has become eligible to be considered for promotion by completing Form I2/L2 and ask those concerned to state in writing (use Form I6/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 I6a/L6a to the departmental/unit chair by **September 7** 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 by **September 15**.
- _____ c. Notify the departmental/unit peers by letter (Form I15/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 by **November 22**.
- _____ d. Determine, based on the vote of the departmental/unit peers, whether the faculty member is to be recommended for promotion using Form IP/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 I17/L17.

- _____ g. Forward the Dossier which includes the recommendation memo and Form I18/L18, to the Dean by **January 10**.
- 4.
 - _____ a. The dean of the college shall review the dossier, make a recommendation using Form I18/L18, 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 I18/L18, and forward all the documents to the President by **March 31**.
 - _____ 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 I18/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.