



**I. 3.6.2 Procedures for Application for Promotion and/or Tenure**

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.6 Guidelines for Establishing Rank and Tenure	Date Last Reviewed: June 2017
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: June 2017

**II. Purpose**

To establish the procedures for initiating and documenting all applications for promotion or tenure.

**III. Scope**

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

**IV. Policy**

**A. Initiating Requests**

Each department or school, through the Chair, Dean, or departmental and/or school’s Promotions, Tenure and Appointments Committee (PTAC), should establish a policy whereby faculty applications for promotion and/or tenure are initiated. Typically, the Chair of the department or the departmental and/or school’s PTAC committee initiates this request for promotion and/or tenure. This also could occur by individual faculty request to the Chair, departmental and/or school committee, or Dean’s designee.

**B. Documentation**

If the departmental and/or school application for promotion or tenure is approved, all documentation is gathered by the departmental and/or school’s Promotions, Tenure and Appointments Committee. As guidelines for required documentation, the “Suggestions for Department/Division/School Promotions and Tenure Committees” should be considered. The completed application will then be reviewed by all the relevant committees and academic leadership, pursuant to each school’s bylaws and/or procedures document. Final authority, at the school level, for determining approval of applications for promotion and/or tenure, rests with the Dean. The Dean’s

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recommendation is then provided to the Vice President for Academic, Faculty and Student Affairs for technical review prior to submission to the President for approval. The President's decision will be transmitted to the Executive Vice Chancellor for Health Affairs and the Board of Regents for final approval. The same procedure applies in the case of a part-time faculty member, at the rank of Associate Professor or Professor, who is increasing their percentage time to 75 or above.

#### **V. Definitions**

*There are no defined terms used in this Policy.*

#### **VI. Related References**

*There are no related documents associated with this Policy.*

#### **VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
02/2000	Policy Origination		
06/2017	Policy Review		