

PERSONNEL RULES REGARDING RENEWAL OF APPOINTMENTS, TENURE, AND PROMOTION RECOMMENDATIONS FOR FACULTY

The Personnel Rules for Renewal of Appointments for faculty appear in the Faculty and Academic Staff Handbook, Chapter 5. What follows is a summary of those rules. It is advisable to refer to the complete text in the Handbook when making personnel decisions.

1. The DPC (or appropriate subcommittee) shall
 - a. give the faculty member at least 20 days' advance notice of department review and indicate if it is for reappointment, tenure, or promotion. At the same time, notify faculty member of the right to provide written documentation (related to the department criteria) to the committee and to appear before the committee to explain that information. Give the faculty member a copy of the personnel calendar (for reappointment or tenure actions).
 - b. conduct a review and forward recommendation with vote count (on the appropriate Academic Affairs form) and an evaluation (via a separate letter) to the Chair.
 - c. provide the faculty member with copies of the recommendation and the evaluation within 10 days of the committee vote.
 - d. decide, in consultation with the Chair, the date by which these processes will be completed in order for the Chair to meet the time frame presented in 2b below.

Deadline submission date to Chair: _____

2. The Chair shall
 - a. meet with probationary faculty member, in the case of reappointment and tenure actions, to discuss progress toward tenure and provide suggestions regarding the faculty member's teaching, scholarship, and other academic responsibilities.
 - b. make a separate recommendation (on the appropriate Academic Affairs form) and evaluation, and forward those along with the DPC recommendation and evaluation and other required materials to the Dean within 20 days of the DPC's vote, and at the same time provide the faculty member with copies of the recommendation and evaluation. This process will be concluded no later than:

MARCH 20 for reappointment to 3rd - 7th years
DECEMBER 15 for Tenure and Promotion decisions

3. The Dean shall
 - a. make a recommendation and evaluation and forward it along with previous reviewers' materials to the Provost.
 - b. provide the faculty member with copies of the recommendation and evaluation within 20 days of the day on which the recommendation is made.
4. The Provost shall
 - a. make a recommendation and evaluation and forward it along with all previous reviewers' materials to the Chancellor.
 - b. provide the faculty member with copies of the recommendation and evaluation within 20 days of the day on which the recommendation is made.
5. The Chancellor shall review previous recommendations and materials and make a final decision regarding reappointment by:

MAY 19 for reappointment to 3rd - 7th years

6. The Chancellor shall review previous recommendations and materials and make a final decision regarding tenure and shall
 - a. for supported recommendations for tenure, forward materials to the Board of Regents for approval.
 - b. for recommendations not supported, inform the faculty member in writing before the end of the contract for

that year.