

College of Nursing

Tenure and Promotion

Tenure and Promotion Procedures

Peer review is required in arriving at both tenure and promotion decisions; departments and the college are required to indicate explicitly how recommendations evolved during the review



chair then meets with the candidate and informs the candidate of the recommendation, giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers). The candidate signs the Departmental Review Notification form, acknowledging receipt of the Chair's report.

5. If the candidate wishes to include additional materials supporting his/her candidacy for promotion, the candidate has one week after meeting with the Department Chair to submit them to the dean (via email) for inclusion in his/her Google Drive folder. These materials will be added behind the recommendation and justification form for review at the college/school level. If additional evidence is submitted, the College Promotion Committee may, at its discretion, consult with the Departmental Promotion Committee to clarify questions related to the additional materials.

6. The Department Chair appends all materials relevant to the promotion process, including his recommendation to the Dean in the Google Drive if either the Department Chair or the Department Promotion Committee recommends promotion.

7. The candidate may choose to withdraw the application for promotion by submitting a written request to both the chair and dean at any point prior to the submission of the materials to the Executive Vice President and Provost.

8. The Dean ensures all materials relevant to the promotion decision are included in the Google Drive for the College Promotion Committee.

9. The College Promotion Committee reviews all materials relevant to the promotion decision, makes a recommendation, and completes a narrative report. All members of the College Promotion Committee sign the narrative report. The chair of the College Promotion Committee uploads the recommendation to the Google drive folder, appending them to the front of the "Reviews.pdf" file.

10. The Dean reviews all materials relevant to the promotion decision and appends her/his recommendation to the "Reviews.pdf" file in the candidate's Google Drive folder for the Executive Vice President and Provost, who will forward her/his recommendation to the President for review.

11. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

#### Tenure and Promotion Criteria

Tenure  
All tenure decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties, including the ability to participate harmoniously in a healthy learning environment. In making tenure decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the department chair, academic deans/directors, Executive Vice President and Provost, with a final decision to be made by the President and the Board of Trustees.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold tenure. In addition, full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An "academic year" in the College of Nursing is twelve months covering Fall, Spring, and Summer terms. Tenure constitutes recognition of an individual's professionalism and professional achievement. The pertinent attributes of professionalism are identified

in the “AAUP

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold any particular rank. In addition, full-time academic service is defined as full-time

1. Not later than August 21 of the academic year during which a candidate will be considered for tenure and/or promotion, the candidate must submit three items to the Department Chair: 1) curriculum vitae, 2) a Google Drive folder titled "External Reviewers for {insert Last Name, First Name}" created by the candidate and shared with the Department Chair containing copies of publications, presentations, and/or creative activities, and 3) list of at least three appropriate sources for external reviewers in compliance with the Faculty Handbook Section 310.3.

2.

For Tenure:

1. Along with the list submitted by the candidate, a list of appropriate sources for external reviewers must be submitted by the Chair of the Department Tenure Committee and tenured faculty of the department. Each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

2. The Chair of the Department Tenure Committee will select at least one name from each of the lists; at least three external reviewers must be selected. The reviewers will be selected by the department chair to provide a written review of the candidate's scholarship. The names of the external reviewers must be disclosed to the candidate as described in the Faculty Handbook.

For Promotion:

1. Along with the list submitted by the candidate, a list of appropriate sources for external reviewers must be submitted by the Chair of the Department Promotion Committee and tenured faculty of the department senior in rank.





3. In the case of split decisions, the Department Tenure Committee/Promotion Committee recommendations must clearly represent both the majority and minority viewpoints.

4. Each member of the Department Tenure Committee/Promotion Committee must personally sign the Committee's recommendation.

#### Reporting Committee Recommendations

1. The Department Tenure Committee and the Department Promotion Committee are separate committees (even if there is overlapping membership); hence the recommendations from committee, even about the same candidate, must be kept separate.

2. The Chairs of the Department Tenure/Promotion Committees must submit to the Department Chair a recommendation, in the form of a narrative, for each candidate by November 30.

3. Each member of the Department Tenure Committee/Promotion Committee, including Committee Chairs, must personally sign the Department Tenure Recommendation Narrative/Form and/or Department Promotion Recommendation Narrative/ Form.

#### The Department Chair 's Responsibilities

In addition to the external reviewer duties described above, the Department Chair constitutes the appropriate departmental committees (see Faculty Handbook section 3.1.1.4.3)

1. Academic Affairs must provide access to the google drive that includes each candidate's relevant materials and an electronic copy of the Watermark Faculty Success (formerly Digital Measures) Promotion and/or Tenure Report, to each of the members of the Department Promotion and/or Tenure Committees. Members of these Committees will be granted access to the candidate's supplementary materials in Watermark (formerly Digital Measures) by the College of Nursing Dean's Office.

to add after meeting with the chair, and the reports of the Committee to the Department Chair, to the Dean of the College of Nursing.

#### College Promotion and Tenure Committee Responsibilities

1. The College Promotion and the College Tenure Committees charge shall be to review the departmental promotion and/or tenure committee recommendations submitted to the dean and to evaluate the candidates so that it can make its own recommendations

2. The committee shall submit its recommendation to the dean. The recommendation submitted to the dean should contain a rationale for the committee's action and a report of the committee's vote on each recommendation. The committee's recommendation shall be signed by all members present for each recommendation for promotion (for the College Promotion Committee) or tenure (for the College Tenure Committee). Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

Below is a summary of the files that should be added to the candidate's Google Drive folder.

n01.5 (d)TJ I File Item Name and Extension