

Alfred Lerner College of Business & Economics Promotion and Tenure Policies

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Evaluations of faculty and recommendations for promotion and tenure shall originate in the departments in accordance with established University procedures and policy. Department evaluations and recommendations for promotion and tenure shall be forwarded to the College Committee on Promotion and Tenure for review as outlined below. Instruments for evaluation of promotion and tenure complying with accepted provisions for the process shall be forwarded to the Dean of the College for further action.

The responsibilities of the College Committee on Promotion and Tenure shall be as follows:

- To advise the department chairs and department committees on procedures that are appropriate, uniform among departments, equitable, and consonant with University requirements in the areas of evaluation, promotion, and tenure.
- To advise the department chairs and department committees on the selection of standards to be used in evaluation and in recommending promotion and tenure. Standards shall be consistent with University requirements.
- To advise the department chairs and department committees on criteria for determining compliance with established standards.
- To advise the Dean of the College on the adequacy and equity of departmental procedures, standards, and criteria.
- To establish its own operating procedures and schedules, consistent with University guidelines, for the review and evaluation of all departmental recommendations for promotion and tenure in the College.
- To review and evaluate departmental recommendations for compliance with published and approved procedures and standards and for the proper application of criteria.

Further, recognizing the primary responsibility of the respective departments to establish criteria and evaluate candidates for promotion and tenure, the College Committee on Promotion and Tenure shall rely upon the promotion and tenure criteria published by the candidate's department and the university when evaluating the merits of a candidate's dossier. Before reaching a final decision the Committee may consult with the candidate or department regarding additional evidence that might clarify the promotion dossier.

The Committee will make a recommendation based upon a majority vote. The recommendation will contain a record of the vote count, reasons for the recommendation, and any minority statements that dissenting members request be included. Committee participation follows Faculty Handbook policy which states that faculty members may participate and vote at either the department or the college level, but not both.

The Committee's recommendations shall be promptly reported in writing to the candidate and department and forwarded on or before December 1 with the dossier for review and recommendation by the Dean.

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An intention to appeal the Committee's decision must be given in writing to the chairperson of the Committee and to the dean of the College within five working days of notification of the decision. Normally, appeals will be handled within two weeks, except under extenuating circumstances.

These guidelines supplement the University guidelines for promotion and tenure. If a conflict arises between anything in these guidelines and the University guidelines, the University guidelines take precedence.

The College Committee on Promotion and Tenure shall consist of two full-time tenured faculty members from each department within the College. All College faculty eligible to serve on departmental promotion and tenure committees are eligible to serve on the College Committee. The members shall elect the chairperson who will serve for one year.