Proposed Policy Changes Regarding PROMOTION AND TENURE
(v.11 – revised October 17, 2019)

Note: The four existing sections of FSH chapter 3.5 will be deleted from policy. They are FSH 3520, 3530, 3560, 3570. To avoid confusion with previous policy numbers, this new policy will be added in two new chapters: FSH 3500 and 3510.

FSH 3500
PROMOTION AND TENURE

A. INTRODUCTION.

A-1. Definitions.

a. Board. As used throughout this section, “board” refers to the State Board of Education and Board of Regents of the University of Idaho.

b. University. As used throughout this section, “university” and “UI” refer to the University of Idaho.

c. Unit. For the purposes of this policy, “unit” means a school, division, or department (i.e., the first organizational unit below the college level), but the College of Law shall be considered a unit.

d. Faculty Member. For the purposes of this section and certain other sections that contain references to this subsection, “faculty member” is defined as any member of the university faculty who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

e. Academic Administrator. For purposes of this section, “academic administrator” means the president, provost, vice provosts, deans, associate/assistant deans, and department chairs/directors of academic units, and vice president for research, and shall not include persons occupying other administrative positions. (RGP II.G. 6.i.i.)

A-2. Faculty Promotion.

a. General. Promotion to a rank requires the faculty member to meet the requirements for that rank. Responsibility for the effective functioning of promotion procedures rests with faculty and administrators. Decisions are based on thorough and uniform evaluation of the faculty member’s performance in relation to the expectations as listed in his/her position description.

b. Criteria. Promotion is awarded only to faculty members who effectively perform in the responsibility areas contained in FSH 1565 C and meet university, college and unit criteria. Promotion in rank is granted only when there is reasonable assurance, based on performance, that the faculty member will continue to meet the criteria for promotion. Each faculty member shall be evaluated based on the faculty member’s individual position description. The faculty of each college or unit shall establish specific criteria for promotion consistent with the university requirements. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws.

A-3. Faculty Tenure.

a. General. Tenure is intended to protect academic freedom in order to maintain a free and open intellectual atmosphere. The justification for tenure lies in the need for protection from improper influences from either outside or inside the university. Tenure strengthens UI’s ability to attract and retain superior teachers and scholars as members of the faculty. UI’s tenure policy improves the quality of the faculty by requiring that each faculty member’s performance be carefully scrutinized before tenure is granted.
b. Definition. Tenure is a condition of presumed continuing employment accorded to a faculty member, usually after a probationary period, on the basis of an evaluation and recommendation by a unit committee and administrator, a college committee and dean, a university committee, the provost, and the president. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed (RGP II.G.1.b). After tenure has been awarded, the faculty member’s service can be terminated only for adequate cause, the burden of proof resting with UI (FSH 3910), except under conditions of financial exigency as declared by the board (FSH 3970), in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized elimination or substantial reduction in an academic program (RGP II.G.6.a).

c. Criteria. Tenure is granted only to full-time faculty members (RGP II.G.6.a) who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective performance in the responsibility areas contained in FSH 1565 C as specified in their position description and consistent with university, college and unit criteria. The faculty of each college and/or unit shall establish substantive criteria for tenure consistent with the university requirements for tenure. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college and/or unit bylaws.

d. Tenurable Ranks. The tenurable ranks are senior instructor, assistant professor, associate professor, and professor. Senior instructors, research professors, extension faculty, psychologists, and licensed psychologists can be either tenure track or non-tenure track. [Comment: Changes to ranks in FSH 1565 are being considered by QTT (aka Non-Tenure Track Task Force) and are beyond the scope of this P&T process. This provision reflects current practice.]

A-4. Non-Tenure Track Faculty Positions.

a. Promotion. Full-time non-tenure track positions at the assistant and associate professor level are eligible for promotion to the next rank. Full-time instructors are eligible for promotion to senior instructor.

b. Conversion to Tenure-Track Status. Conversion from non-tenure track appointments to tenure-track appointments requires the approval of the provost, dean, unit administrator, and unit faculty.

B. ROLE OF THE PROVOST.

B-1. Delegation. The provost may delegate any of his or her responsibilities in this policy to a designee.

B-2. Provost’s Administrative Guidance. The process of promotion and tenure is administered by the provost. The provost shall, from time to time, publish guidance necessary for the administration of the promotion and tenure system that is consistent with the Faculty Staff Handbook (FSH) and the Regents of the University of Idaho Governing Policies and Procedures (RGP). This guidance shall be mandatory. The provost’s administrative guidance shall include:

a. Deadlines for promotion and tenure;
b. The forms required to document the promotion and tenure process (e.g. dossier submission form, unit voting forms, etc.);
c. Procedures for requesting early consideration for promotion;
d. Requirements for curriculum vitae;
e. Requirements regarding the submission of promotion and tenure dossiers including format, order of evidence, page limits for evidence, etc.;
f. Requirements for the selection of external reviews for scholarly work;
g. Procedures for collecting feedback from faculty, staff, and students to be used by committees in this process;
h. The timing of appointments and relative representation of faculty on the university promotion & tenure committee pursuant to section G-1 herein; and
i. Other matters necessary to ensure the appropriate administration of the promotion and tenure process.
B-3. Committee Problem Resolution. If the unit administrator and/or the college dean is not able to fill membership on a committee required under this policy, the provost, in consultation with the dean, shall appoint an appropriate faculty member to fill any opening in order to comply with the requirements of this policy. If the provost takes such action under this provision, documentation of the action shall be maintained by the provost.

C. SCHEDULE FOR PROMOTION AND TENURE CONSIDERATION.

C-1. Promotion.

a. Timing of Promotion. A faculty member shall be considered for promotion according to the schedule below.

   1. Instructors. Full-time instructors shall be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor. Part-time instructors are not eligible for promotion. Senior instructor is not a rank from which a faculty member may be promoted (FSH 1565 D-1-b).

   2. Tenure Track Assistant Professors. Assistant professors who are on a tenure track shall be considered for promotion at the same time they are considered for tenure and shall be promoted if they receive tenure (C-2-a herein).

   3. Non-Tenure Track Assistant Professors Assistant professors who are not on a tenure track shall be considered for promotion during their sixth full year as an assistant professor.

   4. Tenure Track and Non-Tenure Track Associate Professors. Associate professors may be considered for promotion during their sixth full year of service, or thereafter, as an associate professor.

b. Early Consideration for Promotion. A faculty member may be considered for promotion at an earlier time than permitted by this policy with the approval of the dean based on the faculty member’s record of accomplishments. The process for requesting early consideration for promotion shall be set forth in the provost’s administrative guidance pursuant to B-2 herein.

c. Reconsideration for Promotion. When a faculty member has been considered for promotion and not promoted, he or she may be considered again during their third full year of service or later after denial of promotion unless earlier consideration is approved in writing by the dean.

C-2. Tenure.

a. Timing of Tenure. A faculty member is considered for tenure during the sixth full year of probationary service. Consideration at that time is mandatory (RGP II.G.6.b.ii.). If an associate or full professor is not appointed with tenure, they are considered for tenure during the fifth full year of service.

b. Early Consideration for Tenure. A faculty member may be considered for tenure at an earlier time than permitted by this policy (RGP II.G.6.d.iv.1), with the approval of the provost based on the faculty member’s record of accomplishments. The process for requesting early consideration for tenure shall be set forth in the provost’s administrative guidance pursuant to section B-2 herein.

C-3. Special Circumstances.

a. Late Appointments. When the appointment begins after the eighth week of classes (for academic year appointments) or after the eighth week of the fiscal year (for fiscal year appointments) then the timeline for promotion and tenure consideration begins the following year.

b. Transfer between Units.
1. Approval Process. When a non-tenured faculty member transfers to another unit within UI, the transfer must be approved by the provost in consultation with the units and college dean(s).

2. Impact on Time to Promotion and Tenure. The extent to which service in the first unit counts toward tenure and/or promotion in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II.G.6.1.i.i.)

3. Tenure Status. Tenure status does not change when a tenured faculty member transfers from one unit to another within UI.

c. Administrative Appointment. A faculty member who serves as an academic administrator retains membership in his or her academic department and his or her academic rank and tenure. (RGP II.G.6.i.i.)

The faculty member may resume duties in his or her academic department when the administrative responsibilities end.

d. Effect of Lapse in Service. A non-tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have his or her prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status. (RGP II.G.6.1.i)

e. Credit toward Tenure and/or Promotion at Time of Appointment. Credit toward tenure and/or promotion may be granted at the time of appointment with the approval of the provost. Such credit must be documented in the letter offering the candidate employment at UI. Where credit toward tenure and/or promotion is approved, all evidence of success in the faculty member’s areas of responsibility having arisen during the years for which credit is given shall be included in the candidate’s tenure and/or promotion dossier and must be considered in evaluating whether the candidate has demonstrated success in the applicable areas of responsibility. Credit toward promotion and tenure may be granted under the following circumstances:

   1. After review of the candidate’s qualifications, the faculty in the unit vote that the candidate meets UI criteria for the rank to be offered, and

   2. The candidate has demonstrated outstanding performance of responsibilities relevant to the position for which the person is being appointed through service at another institution, or has made substantial contributions to their field of specialization.

f. Appointment with Tenure. A candidate may be initially appointed as an associate or full professor with tenure with the approval of the provost and president. (RGP II.G.6.i.iii) Appointment with tenure may be offered under the following circumstances:

   1. The candidate has attained tenure at another college or university, and

   2. After review of the candidate’s qualifications, the faculty in the unit vote that the candidate meets UI criteria for tenure and the rank to be offered, and

   3. The candidate has demonstrated performance of responsibilities relevant to the position for which the person is being appointed.

g. Administrative Appointment. A faculty member who serves as an academic administrator retains membership in his or her academic department and his or her academic rank and tenure. (RGP II. G.6.i.ii) The faculty member may resume duties in his or her academic department when the administrative responsibilities end. (RGP II.G.6.i.iv)
h. **Unit Administrator under Review for Tenure and/or Promotion.** If the unit administrator is scheduled to be evaluated for tenure and/or promotion the dean shall fulfill all the responsibilities under this policy normally fulfilled by the unit administrator.

i. **Conflicts of Interest.** A faculty member who is a “related individual” to the candidate as defined in FSH 6241-A shall not participate in the process of promotion and tenure evaluation.

C-4. **Extensions.**

a. **Childbirth or Adoption:** A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for tenure and/or promotion. (RGP II.G.6.d.iv.2.)

b. **Other Circumstances:** An extension of the timeline for tenure and/or promotion may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member’s progress toward achieving tenure and/or promotion, including but not limited to significant responsibilities with respect to elder/dependent care, child care and/or custody, disability or chronic illness or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member’s progress.

c. **Third Year Review.** In the event that an extension is requested and granted before the third year review, the review is also automatically delayed for one year.

d. **Length of Extension.** In most cases, extension of the time to tenure and/or promotion shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

e. **Option to Shorten Extension.** A faculty member may choose to be considered for promotion and/or tenure on his or her original timeline, even if an extension has been granted.

f. **Procedure for Requesting an Extension:**

1. The faculty member must request the extension from the provost in writing by March 15 of the calendar year in which the review process begins, as set forth in the provost’s administrative guidance in B-2. The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.

2. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in his or her discretion, determine if consultation with the dean and/or unit administrator is appropriate.

3. The provost shall notify the faculty member, unit administrator, and dean of the action taken.

g. **Effect of Extension.** If an extension is granted, the expectations for tenure and/or promotion remain the same.

D. **PROMOTION AND TENURE DOSSIER.** All evidence provided by the candidate and by the unit administrator shall be compiled together into a single dossier in the manner prescribed by the provost’s administrative guidance (B-2 herein). This dossier is the basis for all reviews required by this policy.

D-1. **Evidence to be Provided by the Faculty Member.** The candidate shall submit the following evidence:

a. **Current Curriculum Vitae.** The curriculum vitae in the required UI format.

b. **Candidate Statements.** This section is limited to eight pages.
1. **Context Statement.** A Context Statement, written by the candidate, describing the candidate’s academic unit and the candidate’s responsibilities within his or her unit as established in the position description. It is intended to inform reviewers about the candidate’s academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances.

2. **Personal Statement of Accomplishment.** The candidate has an opportunity to interpret their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion and/or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze evidence submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement explains the nature of the faculty member’s activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of faculty choice.

c. **Evidence of Accomplishment.** Evidence of accomplishment may be provided for each area of responsibility in the position description. Evidence could include examples of scholarly work, teaching evaluation materials, letters of support, etc. This shall not include additional narrative written by the candidate regarding promotion or tenure. This section has no page limit.

D-2. **Evidence Provided by the Unit Administrator.** The unit administrator shall provide the following evidence to the candidate, in the format prescribed by the provost’s administrative guidance (B-2 herein), at least 10 business days prior to before the deadline specified in D-3-a herein:

a. **Bylaw Sections.** College and unit bylaw sections that cover the following areas:

   1. Annual review process and annual performance criteria.
   2. Criteria for promotion and tenure.

b. **Position Descriptions and Annual Evaluations.** Copies of the candidate’s position description(s) and annual evaluations for the period under review.

c. **Teaching Effectiveness.** If teaching is included in the candidate’s position descriptions, copies of the candidate’s student course evaluation summaries (RGP II.G.6.e) and peer evaluations of teaching as prescribed by the provost’s administrative guidance (B-2 herein). The candidate may supplement this section to include other evidence of teaching effectiveness as outlined in FSH 1565 C-1-a.

d. **Prior Reports.** Copies of the third year review committee reports, periodic review reports, unit administrator’s and dean’s reports (as applicable) and any responses by the faculty member to the reports.

e. **External Peer Reviews.** The unit administrator shall obtain a minimum of three external reviews of the candidate’s performance in the area of scholarly and creative activity, except in the case of third year review or faculty without responsibility for scholarship or creative activity as defined by FSH 1565 C-2. All review letters received shall be included in the dossier.

   1. **Qualifications of Reviewers.** External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate’s expertise. If the review is to be in support of promotion, each reviewer shall be at, or above, the rank the candidate is seeking. Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.

   2. **Selection.** The reviewers to be solicited shall be chosen by the unit administrator, but at least two reviewers shall come from a list of qualified reviewers provided by the candidate.
3. **Request Letter.** The letter of request to the reviewers shall be based on a template provided by the provost.

4. **Materials.** The unit administrator shall provide only the candidate’s CV, position descriptions for the period under review, candidate statements from D-1-b herein, and up to four examples of the candidate’s scholarly work chosen by the candidate. The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers.

5. **Review Criteria.**

   a) The review shall be limited to the candidate’s scholarly accomplishments in relation to the applicable tenure and/or promotion criteria and the faculty member’s position description(s).

   b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer’s institution or other professional organizations.

   c) The unit administrator shall make every effort to keep the names of the reviewers confidential from the candidate.

D-3. **Submission and Supplementation of Dossier.**

   a. **Deadline for Submission.** A candidate’s dossier in support of tenure and/or promotion, containing all of the evidence described in section A, must be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate’s materials to the external reviewers, whichever is earlier.

      1. External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be submitted, if required, prior to any consideration of the dossier.

      2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost’s administrative guidance.

   b. **Finalization of Dossier.** Submission is final when the faculty member has signed a dossier submission form (developed and updated from time to time by the provost) and provided the signed form to the unit administrator. The evidence described in D-2 herein must be submitted by the unit administrator prior to the beginning of the semester in which the review is scheduled to begin. Other than supplementation provided for in D-3-a-1 and D-3-a-2 herein, the dossier is final when submitted and may not be supplemented or altered after submission.

E. **UNIT LEVEL REVIEW.**

E-1. **Unit Promotion and Tenure Committee.**

   a. **Membership.** The unit administrator shall constitute a promotion and tenure committee for each candidate according to the following criteria:

      1. The committee shall be composed of five members who shall elect a chair from among their tenured members. At least three of the committee members must be tenured faculty members in the unit. At least one member shall be a tenured faculty member from outside the unit.

      2. Because the promotion and tenure committee is a personnel committee, students and non-university employees shall not serve on the committee.

      3. In cases considering promotion to full professor, unit administrators are encouraged to include full professors in the committee.
4. Neither the unit administrator nor the dean may serve as a member of a promotion and tenure committee.

5. If there are not three tenured faculty members available to serve on the committee, the unit administrator, in consultation with the dean, shall designate tenured faculty members from other units whose areas of expertise are closely related to the work of faculty in the unit. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.

b. Basis for Evaluation. The unit administrator shall submit the completed dossier to the chair of the promotion and tenure committee. The review shall be based on the dossier as well as feedback collected by the committee from faculty, staff, and students in the unit. The process for requesting such feedback shall be set forth in the provost’s administrative guidance pursuant to section B-2 herein. The dossier and feedback must be made available to all committee members at least two weeks prior to their first meeting.

c. Unit Promotion and Tenure Committee Recommendations. The committee may provide the candidate with the opportunity to present evidence from the dossier in support of his or her application for tenure and/or promotion. The committee shall evaluate the promotion and tenure dossier in light of the unit, college and university criteria for tenure and/or promotion. The committee shall write a report presenting its evaluation of the evidence and the candidate’s performance in each area of responsibility. The report shall also include the committee’s recommendation of whether the candidate should be tenured and/or promoted and shall include an anonymized record of the committee’s vote for and against tenure and/or promotion. Abstentions are not allowed. The chair of the committee shall deliver the report to the unit administrator. The report shall not be shared with faculty who are not members of the college or university promotion and tenure committees.

E-2. Unit Faculty Voting.

a. Voting by Tenured Faculty. In the case of tenure, based solely on the dossier, the unit administrator shall poll all tenured faculty members of the candidate’s unit regarding whether the candidate should be granted tenure. The dossier must be made available at least two weeks prior to voting. Faculty members may submit evaluative comments to the unit administrator for their consideration. Voting results shall not be shared with the candidate’s promotion and tenure committee.

b. Voting by Promoted Faculty. In the case of promotion, based solely on the dossier, the unit administrator shall poll all unit faculty members of rank to which the faculty member seeks promotion or a higher rank regarding whether the candidate should be promoted. The dossier must be made available at least two weeks prior to voting. Faculty members may submit evaluative comments to the unit administrator for their consideration. Voting results shall not be shared with the candidate’s promotion and tenure committee.

E-3. Unit Administrator.

a. Unit Administrator’s Report. The unit administrator shall prepare a written report after considering the tenure and/or promotion dossier, the unit promotion and tenure committee report, and the unit voting results. The unit administrator’s report shall include the anonymized voting results as well as the administrator’s recommendation for or against tenure and/or promotion in light of the university, college and unit criteria. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she shall, except for reasons clearly stated in writing, defer to the evaluations and recommendations of the committee when submitting his or her own recommendation.

b. Transmission of Reports to the Candidate and Written Response. The unit administrator shall provide the candidate with copies of the unit administrator’s report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.
E-4. **Forwarding Materials.** The unit administrator shall forward the tenure and/or promotion dossier and all reports and the candidate’s response, if any, to the dean.

F. **COLLEGE LEVEL REVIEW.**

F-1. **College Promotion and Tenure Committee.** Each college having more than one unit shall have a standing promotion and tenure committee. The members shall be tenured and shall serve staggered three-year terms. Each unit shall have one representative elected by the unit faculty. The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote. [Comment: Our colleges currently use a variety of structures, with the main difference being the inclusion/exclusion of the dean in the college committee. As drafted, it allows for faculty on the committee to choose from both options.]

F-2. **College Promotion and Tenure Committee Recommendations.** The committee shall review the completed tenure and/or promotion dossier including all reports and responses in light of the applicable unit, college and university criteria. The committee chair shall write a report for each candidate making recommendations regarding whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee’s recommendations and an anonymized record of the committee’s vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed.

F-3. **Dean’s Recommendation.** The dean shall make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the evidence presented in the tenure and/or promotion dossier (including all reports, responses and polling information), and advice of the college committee. The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate.

F-4. **Transmission of Reports to Candidate and Written Response.** The dean shall provide the candidate with copies of the dean’s report and the report of the college promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.

F-5. **Forwarding Materials.** The dean shall forward the completed tenure and/or promotion dossier and all reports, recommendations, and responses to the provost.

G. **UNIVERSITY LEVEL REVIEW.**

G-1. **University Promotion and Tenure Committee Composition.** A university promotion and tenure committee of faculty members, chaired by the provost, is appointed each year.

   a. **Nominations.** One-third of the committee’s membership shall be randomly selected by the provost from the previous year’s committee; the remaining members shall be selected by the provost and the chair and vice chair of the Faculty Senate from nominations submitted by the senators. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college comprising two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The delegations from the other colleges and the Faculty-at-Large each nominate two faculty members from their constituencies. If senators from a college do not submit nominations by the deadline announced by the provost, the provost shall appoint members from that college, as specified in G-1-b-2 herein.

   b. **Membership.** The membership of the committee shall be as follows:

      1. The vice president for research, the dean of the College of Graduate Studies and the provost’s designee with primary responsibility for faculty promotion and tenure, to serve *ex officio* (without vote).
2. Two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, and one representative from each of the other colleges and the Faculty-at-Large.

3. The committee shall include tenured faculty members (RGP II.G.6.e).

G-2. University Promotion and Tenure Committee Recommendations. The committee shall make recommendations to the provost regarding the tenure and/or promotion of each candidate with specific reference to the unit, college and university criteria for tenure and/or promotion. Each member shall vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed.

G-3. Provost Recommendation. The provost shall write a report to the president making a recommendation regarding tenure and/or promotion of each candidate. The report shall include a rationale for each recommendation and the results of voting from the university promotion and tenure committee.

H. DECISION.

H-1. Presidential Approval. The president shall confer with the provost and make the decision regarding tenure and/or promotion for each candidate. The awarding of tenure and/or promotion to an eligible faculty member is made only by a positive action of approval by the president.

H-2. Notice to the Candidate. The president shall give notice in writing to the faculty member of the granting or denial of tenure and/or promotion by May 1 of the academic year during in which the decision is made. (RGP II.G.6.c.) The provost’s recommendation shall be forwarded to the candidate at that time. Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. If the president has not given notice to the faculty member as provided herein, it is the responsibility of the faculty member to make inquiry to ascertain the decisions of the president.

H-3. Appeals. Appeals regarding promotion or tenure may be filed only after the final decision of the president, which shall be considered the institutional decision (see FSH 3840 B-2).

H-4. Denial of Tenure. If a faculty member is not awarded tenure, the president, at his or her discretion, may:

   a. Notify the candidate that the year in which the tenure decision is made is the terminal year of employment (RGP II.G.6.k.), or

   b. Issue a contract for a terminal year of employment following the year in which the tenure decision is made (RGP II.G.6.j), or

   c. Issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment (RGP II.G.6.j).

I. IMPLEMENTATION.

I-1. Effective Date. With the exception of the provisions of section C herein, this policy shall be effective April 1, 2020.


   a. The provisions of section C herein regarding the timing of tenure and/or promotion and special circumstances shall apply to faculty hired after the final approval of this policy.
b. Faculty hired before the adoption of this policy may elect to be governed by the provisions of section C herein with written notice provided to the unit administrator, dean and provost.

c. Faculty who do not elect to be governed by the provisions of section C herein are subject to the corresponding policies in place prior to the adoption of this policy, specifically those in FSH 3520 and FSH 3560. These historic policies shall remain available on the provost’s web page.

FSH 3510
THIRD YEAR REVIEW

A. GENERAL. In addition to the annual evaluation of faculty by the unit administrator, each full-time faculty member who is not tenured shall be reviewed by a committee of colleagues during the 24 to 36 month period after beginning employment at UI. It shall provide the faculty member with detailed information regarding the faculty member’s progress toward tenure and/or promotion.

B. THIRD YEAR REVIEW COMMITTEE.

B-1. The third year review committee is appointed by the unit administrator. Each committee shall consist of four faculty members. One shall be a tenured faculty member from outside the unit.

B-2. In the case of a review of a tenure-track faculty member, at least three of the four members of the committee must be tenured members of the faculty member’s academic unit. The committee shall be chaired by a tenured faculty member from the unit who shall be appointed by the unit administrator. If there are not two tenured faculty members in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two tenured faculty members from other units whose areas of expertise are most closely related to the area of expertise of the faculty member under review. If necessary, a tenured faculty member from another unit may chair the third year review committee.

B-3. In the case of a review of non-tenure-track faculty member, at least three of the four members of the committee must be faculty members holding a rank higher than the faculty member under review in the faculty member’s unit. The committee shall be chaired by a higher ranked faculty member from the unit who shall be appointed by the unit administrator. If there are no faculty members holding a higher rank in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two other faculty members from the unit who are most familiar with the non-tenure-track faculty member’s area of expertise. If necessary, a higher ranked faculty member from another unit may chair the third year review committee.

C. BASIS FOR EVALUATION. The unit administrator shall provide the completed dossier (FSH 3500 D), excluding external peer reviews, to the chair of the committee. The review shall be based on the dossier as well as feedback collected by the committee from faculty, staff, and students in the unit. The process for requesting such feedback shall be set forth in the provost’s administrative guidance pursuant to FSH 3500 B-2. This review is intended to be formative and shall not include a vote of the faculty.

D. THIRD YEAR REVIEW REPORT AND CANDIDATE RESPONSE. The committee shall write a report evaluating the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas. The report shall provide direction to the faculty member regarding the steps necessary to continue making progress toward tenure and/or promotion. The faculty member may provide a written response to the report within five business days after receiving the report. The chair of the committee shall forward the report and any response from the candidate to the unit administrator.

E. UNIT ADMINISTRATOR REVIEW AND CANDIDATE RESPONSE. The unit administrator shall write a report evaluating the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas. The report shall provide direction to the faculty member regarding the steps necessary to
continue making progress toward tenure and/or promotion. The faculty member may provide a written response to
the report within five business days after receiving the report.

F. FORWARDING MATERIALS AND RECORD KEEPING. The committee report, the unit administrator’s
review, the candidate’s response(s), if any, and the tenure and/or promotion dossier shall be forwarded to the dean.
The dean shall acknowledge receipt and shall forward the materials to the faculty member and to the provost’s office
for recordkeeping.