DATE POLICY REQUEST TO PET:	August 27, 2024				
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?	NEW		EXISTING	X	

CURRENT POLICY TITLE: 4.29 / Review for Non-Tenure Track Faculty Promom0.6.8 > 49.om0.6.8

CHANGE:
This policy was updated to modify the language on the composition of the Non-Tenure Track Faculty promotion Committee at tcc 0.007 T1n3 0 Td [(t)402 (41 Td (pBFn)-3)7.4iv(r).6 r9.6 (s).6itNGr

THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:	
	Office of the General Counsel – Stacia Boden and Daniel Hilliard
	Faculty Senate–Mathew Muether, and Jolynn Dowling

materials appropriately obtained and added to the dossiers may be used by the Committee at each level.

The candidate is responsible for assembling the materials and reviewing the entire dossier to determine that it is complete and accurate. NTT candidates are not required to have any external letters of review as part of their primary dossier. Adherence to established deadlines should ensure that the final dossier is complete at the time of submission. The candidate then submits the copy of the primary dossier and supplemental materials to the chair of her/his department. Once they have been submitted to the chair, these original materials cannot be changed or rewritten.

As the review proceeds through the various levels, the primary dossier and the secondary dossier will be in the custody of the Administrator at each level. Items are added as attachments to the primary dossier by the Administrator as called for in these procedures, but the Administrator must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be added to the primary dossier.

1. **Primary Dossier**

   The primary dossier consists of the basic Document, the required cover sheet which records each step of the review process, copies of the annual reviews (and rebuttals if filed) for NTT faculty, the chair's non-evaluative role statement, statements of evaluation by the Committee and Administrator at each level of review (and rebuttals if filed), and items added during the review process. The basic Document will follow the standard format recommended by the University Committee and approved by the Faculty Senate. Deviations from the established format should be clearly explained. The basic Document may be no more than 15 pages. The chair will provide a statement of the role of the candidate in the department which is purely descriptive and not evaluative. If the candidate's role involves a weighted distribution of responsibility among the categories of professional activity, that should be indicated in the role statement. The chair will make copies of the primary dossier available for all voting faculty.

2. **Secondary Dossier**

   A secondary dossier may be submitted to the chair by the candidate. It consists of such additional materials as the candidate wishes to submit. Examples might include, but are not required or limited to evidence of teaching, copies of student evaluations or course materials, evidence of service contributions, etc. The candidate may add items to the secondary T0.23 Tw T*T0.23 Tw T*(. T)1 (he)4 (c)4 (aT0n-0.004 2 (s)1 C(c)4 .23 Tw T (

candidate should notify the dean and the chair of his/her college/school/University Libraries Committee who will add the material to the dossier. The chair of the Committee will bring it to the attention of the next higher Committee. The secondary dossier will not be duplicated but will be available to Committee members.

C. **Reviews for Promotion**

1. **Department Review for Promotion**

The complete files of all faculty members under review in the department must be available for a reasonable time (at least five working days) to all voting faculty.

2. **Department Committee**

Promotion cases will be reviewed by the Committee at the departmental level at a meeting of the departmental faculty who hold level equal to or higher than that for which the candidate is being considered or of a Committee of those with appropriate level chosen by these faculty members. (The limitation of voting to persons of equal or higher level need not apply to votes at the college/school/University Libraries or University level.) In departments with fewer than the requisite members, the college/school/University Libraries faculty will develop appropriate procedures for the review subject to the approval of the college/school/University Libraries dean.

Each eligible person, excluding the department chair, will vote on each case under consideration and will sign the tally. The tally will not identify individual voters with theiv T1 6.53 0 P T1 60 bu 2 (nott)-2 (u T1 6 (not)-2 (c-2 (c-2 (ou(e)4

A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. No hearing is provided, and the appeal must be written. Some typical reasons for appeal are violation of academic freedom, failure to follow procedures concerning time periods or Committee operations, inadequate consideration, discrimination, etc. The Committee to which the appeal is made will give full consideration without prejudice to the case in that the committee will review it in the same manner as favorably recommended cases and will apply similar standards.

If the candidate's one appeal results in an unfavorable recommendation, the candidate's dossier will be forwarded directly to the President. The President will make the final decision regarding the candidate as provided in Regents policy without further recommendations.

E. **No Publication of Names**

Names of faculty being considered for promotion will not be published. The right of privacy of such faculty members was affirmed by vote of the faculty on March 6, 1978.

F. **Confidentiality of Proceedings**

All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

G. **Disposition of Dossiers**

The Provost in each case will keep a copy of the primary dossier for three years and return to the candidate the remaining copies of the primary dossier and the secondary dossier.

H. **Precedence of University Procedures**

If department and College/School/University Libraries tenure or promotion procedures differ from those of the University, University procedures take precedent.

I. **Student Members**

Students will not cast a vote regarding the award of tenure or promotion to individual faculty members.

IV. DEFINITIONS

A. For the purpose of this policy only, the following definitions shall apply:

1. **Administrator:** The Administrator at the departmental level is the department chair. The dean is the administrator at the College/School/University Libraries level, and the Provost is the administrator at the University level.

2. **Calendar**: A Promotion Calendar will follow the same schedule as the Tenure and Promotion Calendar, developed and published each year by the Provost or their designee.

3. **Committee**:

a) The NTT Faculty Review Committee at the departmental level should have at least three members and will consist of at least one voting NTT faculty member, and at least one voting tenured faculty member of the department.

b) The NTT Faculty Review Committee at the College/School/University level will consist of at least one voting NTT track faculty member and at least one voting tenured faculty member from the college. The total membership of the Committee is an odd number, with a minimum of five members. The majority of the College Promotion Committee are elected by the faculty, according to a representational formula adopted by the college/school/University Libraries. Members are elected or appointed for either two- or three-year terms (depending upon the college/school/University Libraries policies), staggered to maintain continuity. If a replacement is required due to a resignation, the replacement is selected only for the duration of the unexpired term. The Committee chair is elected by the Committee. No person can serve on the Committee in a year in which he or she is considered for promotion or for more than two consecutive terms.

c) The NTT Faculty Review Committee at the University level is the

Administrator at each level of review (and rebuttals if filed), and items added during the review process. Candidates must be notified of any items added to the primary dossier and be provided an opportunity to submit a written rebuttal to such items, which will be included in the primary dossier. At each level of review, each Committee m prieres aocd ofhe primar

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