

The Tenure and Promotion Process

Scope: Who is Covered by this Policy?

Faculty

Policy

For the policy regarding eligibility to participate in the tenure and promotion process, see "[Employment of Members of the Same Family](#)".

Candidate's Preparation of Tenure and Promotion Materials

Individuals in the final year of their probationary period and those tenured members of the faculty who wish to be considered for promotion are responsible for assembling and submitting a dossier of accomplishments and relevant supporting materials (the application) to their tenure initiating unit (TIU). Candidates may solicit suggestions from the head of the TIU (department chair or program director) as to appropriate materials. The *Promotion and Tenure Guidelines for Dossier Preparation* are reviewed and approved each year by University Senate.

A candidate may amend or supplement the application at any time prior to the academic dean's final recommendation (including reconsideration). Once the academic dean has made a final recommendation, the application may not be amended or supplemented. If

the candidate elects to amend or supplement the application after the dossier has been forwarded from the TIU to the academic dean for consideration, the academic dean will share the amended/supplemented dossier with the TIU. The TIU may elect to amend, supplement, or reverse its recommendation based on the amended/supplemented application.

Departmental Evaluation

To evaluate candidates seeking tenure, members of the promotion and tenure committee must hold the rank of associate or professor with tenure. To evaluate candidates seeking promotion to professor, members of the promotion committee must hold the rank of professor with tenure. Lecturers ~~and~~, Clinical/~~Professionally Licensed and Teaching~~ Faculty may not vote in matters involving the promotion and/or tenure of faculty in tenure-eligible ranks.

To evaluate candidates seeking promotion to associate lecturer, associate clinical lecturer, associate teaching professor or associate clinical professor, members of the promotion committee must hold the rank of associate or senior lecturer, associate or senior clinical lecturer, associate or full clinical professor, associate or full teaching professor, associate professor or professor. To evaluate candidates seeking promotion to senior lecturer, senior clinical lecturer, full teaching professor or full clinical professor, members of the promotion committee must hold the rank of senior lecturer, senior clinical lecturer, full clinical professor, full teaching professor, associate professor or professor.

There shall be a minimum of three (3) members on the promotion and tenure committee. If a committee has fewer than three (3) members, a process for selecting additional faculty from an appropriate cognate area shall be established by the department or academic division.

After receiving the positive or negative recommendation of the department tenure or promotion committee, the department chair makes a positive or negative recommendation on the application to the divisional dean. The department's recommendation to the dean may be a joint report of the committee and the department chair or program director (when appropriate). However, if the recommendations of the committee and the department chair or program director (when appropriate) differ, both are transmitted to the dean. The *Promotion and Tenure Guidelines for Dossier Preparation* are reviewed and approved each year by University Senate.

Divisional Evaluation

The faculty of each division may develop procedures for divisional handling of tenure and promotion matters. The dean of the division is responsible for making a positive or negative recommendation on each application for tenure or promotion. If the dean's recommendation differs from the department chair's, the program director's (when appropriate), or the department committee's, the dean will discuss the case with the department chair, the program director (when appropriate), or the committee (as appropriate), prior to the University Promotion and Tenure Committee meeting (for tenure-track or tenured faculty). If the academic dean recommends approval for promotion of lecturers, clinical and teaching faculty, the dossier is then forwarded to and evaluated by the Provost.

University Promotion and Tenure Committee Evaluation

The Committee consists of the Provost as chair, the deans of the Oxford campus academic divisions, the Dean of the Graduate School, the Dean of the Regional Campuses, and six tenured members of the faculty (at least one of whom is based on a regional campus) appointed by the President as members for staggered three-year terms. This committee considers all tenure-track or tenured candidates who have received a positive recommendation on their application from the department committee, or the department chair, the program director (when appropriate), or the dean. The candidate's application, the departmental or program (when appropriate) recommendation(s), and the dean's recommendation shall all be forwarded to the University Promotion and Tenure Committee.

Provost, President, and Board of Trustees Evaluation

Candidates who receive a positive recommendation from the University Promotion and Tenure Committee are advanced to the Provost for consideration. Candidates who receive a positive recommendation from the Provost are advanced to the President for consideration. Candidates who have the positive recommendation of the President are advanced to the Board of Trustees. Final action is taken by the Board of Trustees. If granted, tenure and/or promotion is conferred effective the next July 1 and is not specific to a given campus.

Procedure When a Negative Tenure Recommendation is about to be Made

In the event any individual or committee is about to make a negative tenure recommendation, the annual written evaluations described in the Annual Review of Probationary Members of the Faculty policy, will be reviewed by the individual or committee and appended to the candidate's tenure application.

Notification of Recommendation by Any Individual or Committee

A candidate who receives a positive recommendation is notified as soon as possible.

A candidate who receives a negative recommendation is notified in writing with a Statement of Reasons for the negative recommendation. This written Statement of Reasons, which becomes part of the record, must be given no later than ten (10) working days from the date the negative recommendation is made.

Effect of Degree Completion on Promotion

No promotion is effected solely by the completion of a degree. In those cases where an individual's appointment letter offers a rank contingent upon the completion of a degree, rank will be assigned as of the first day of the first regular academic term following award of the degree or the next July 1, whichever is earlier.

Related Form(s)

Not applicable.

Additional Resources and Procedures

Websites

Promotion and Tenure Guidelines for Dossier Preparation

FAQ

Not applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

Provost and Executive Vice President for Academic Affairs

Legal Authority

Not Applicable.

Compliance Policy

No

Recent Revision History

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Amended July 2019

Reference ID(s)

- MUPIM 7.8
- OAC 3339-7-08

Reviewing Bodies

- Miami University Senate
- Miami University Board of Trustees
- Administrative