

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	May 2005
Policy 3.6.5	Procedures for Advising Faculty of Tenure and Promotion Decisions	Responsibility:	Vice President for Academic Administration

PROCEDURES FOR ADVISING FACULTY OF TENURE AND PROMOTION DECISIONS

Department or School Committee

Each departmental/school Tenure and Promotions Committee should develop a policy whereby faculty are advised of the Committee's decision on applications for promotion and/or tenure. The faculty member should be informed of the decision of the departmental/school Tenure and Promotions Committee as soon as possible after consideration and voting. In the event that a decision is made not to approve the request, an appeal of the decision may be made according to the procedures noted in the *Handbook of Operating Procedures, Section 3.6.6*, "Procedures for Faculty Appeal of Tenure or Promotion Decisions".

Health Science Center Committee

Following a decision by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee, the application for each faculty member is forwarded to the Health Science Center Vice President for Academic Administration. Included in this packet is the recommendation of the Health Science Center Faculty, Promotions, Tenure, and Appointments Committee and, if required by a negative vote, comments of Committee members.

Vice President for Academic Administration

By the action of the Vice President for Academic Administration, each Dean is made aware of the status of faculty applications for tenure and/or promotion. After all faculty applications have been considered by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee and forwarded to the Vice President for Academic Administration, the Deans can then inform department Chairs of the status of applications of their faculty for tenure or promotion. No information concerning the decisions of the Health Science Center Faculty Promotions, Tenure, and Appointments Committee will be available until all applications have been forwarded to the Vice President for Academic Administration. At this time, the appeal of decisions may be made according to the procedures presented in the *Handbook of Operating Procedures, Section 3.6.6*, "Procedures for Faculty Appeal of Tenure or Promotion Decisions".