UNIVERSITY OF DETROIT MERCY

Build A Boundless Future

Promotion and Tenure/Continuous Employment for University of Detroit Mercy McNichols Faculty

A Handbook for Candidates and Evaluators

Revised August 11, 2022

A Message from the Provost

I am pleased to provide an updated document with information important to the Promotion, Tenure, and Continuous Employment for McNichols Faculty at University of Detroit Mercy. This document combines previous documents available to the Detroit Mercy McNichols Faculty, with key sections of the DETROIT MERCY/UDMPU Agreement. I am grateful for the efforts of Drs. Heather Hill and Chris Pacini in the development of this document and the leadership of the McNichols Faculty Assembly and UDMPU in their contributions reviewing the document.

Pamela Zarkowski
Provost and Vice President for Academic Affairs

About this Document

This handbook is a companion document to sections of the *Agreement between the University of Detroit Mercy and the University of Detroit Mercy Professors' Union, May 16, 2021 – May 15, 2026* relating to promotion and tenure/continuous employment criteria, application processes, and review procedures.

Sections included in this handbook from the Agreement have been reformatted for ease of reading and are explicitly referenced using square brackets [ ]. Deadlines listed in this document are in concert with those identified in the collective bargaining agreement and are absolute.

In instances of discrepancy between this document and the Agreement between the University of Detroit Mercy and the UDMPU, the contract is the governing document.

Throughout this document, the term "Tenure" is used to denote the phrase "Tenure/Continuous Employment." The abbreviation is used for ease in reading and should not be construed as anything more.

Use of this Document

It is expected that all candidates, faculty, and deans involved in the tenure and promotion process will review and become familiar with the entirety of this handbook as well as the applicable sections of the 2021-2026 Detroit Mercy/UDMPU Agreement.

TABLE OF CONTENTS

PART I: CRITERA FOR ELIGIBILITY FOR PROMOTION AND TENURE[1] 1

General Criteria for Promotion and Tenure 2

Rank Criteria - Faculty Appointments - Tenure-Track Positions [5.5(b) (i)-(iv)] 3

Instructor 3

Assistant Professor 3

Associate Professor 4

Professor 4

Rank Criteria - Faculty Appointments - Library Faculty Positions [5.5(c) (i)-(iv)] 5

Library Instructor 5

Assistant Library Professor 5

Associate Library Professor 5

Library Professor 5

Rank Criteria - Faculty Appointments - Clinical-Track Positions [5.5(d) (i)-(v)] 6

Clinical-Track Instructor 6

Clinical-Track Assistant Professor 6

Clinical-Track Associate Professor 6

Clinical-Track Professor 7

Rank Criteria - Faculty Appointments - Lecturer/Professor of Practice & Clinical Instructor Positions [5.5(e) (i)-(iv)] 9

Lecturer I/Professor of Practice I 9

Lecturer II/Professor of Practice II 9

Senior Lecturer/Senior Professor of Practice 9

Clinical Instructor 9

Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts [5.9] 10

Obtaining Promotion and Tenure/Continuous Employment/ Renewable Contracts [5.9(a) (i)-(iii)] 10

Eligibility [5.9(b) (i)-(ii)] 10

Modifications to the Eligibility Requirements [5.9(c) (i)-(v)] 11-12

Specific Academic Unit Criteria for Tenure and Promotion 13

School of Architecture & Community Development 13

College of Business Administration 13

College of Engineering & Science 13

College of Health Professions and McAuley School of Nursing 13

College of Liberal Arts & Education 13

Libraries 13

[1]The following academic ranks are not subject to tenure or promotion processes: Visiting Professor, Religious in Residence, and Clinical Instructor. See Article II [2.2] for additional language identifying individuals not covered by the collective bargaining unit.

TABLE OF CONTENTS - continued

PART II: PROBATIONARY PERIOD & REVIEW PROCESS FOR PROBATIONARY FACULTY 14

Overview of Review Process for Probationary Faculty 15

Probationary Period [5.6] 16

Completion of Probationary Period [5.7] 16

Probationary Review Process [5.8] 16

Procedures Following Initial Appointment [5.8(a) (i)-(ii)] 17

Procedures for Annual Reviews [5.8(b) (i)-(ix)] 17-18

Mid-Tenure Review [5.8 (b) (vi)] 18

Timelines for Annual Reviews of Probationary Faculty [5.8(c) (i)-(ii)] 19

Probationary Review Forms 20

PART III: PROMOTION AND TENURE APPLICATION MATERIALS & DOSSIER PREPARATION 21

Preparation Guidance 22

Format Requirements 22

Required Dossier Content 23-26

PART IV: PROMOTION AND TENURE REVIEW PROCESS 27

Procedure for Review of Promotion and Tenure, Continuous Employment, & Renewable Contracts [5.9(f)] 28

Timeline and Deadlines for the Review Process of Candidate Applications for Tenure and/or Promotion [5.9(f)] 28

Policies Regarding Review of Promotion and Tenure, Continuous Employment, & Renewable Contracts [5.9] 29

Tenure/Continuous Employment/Renewable Contracts and Promotion Committees [5.9(e) (i)-(iii)] 29

Rules for Review of Promotion and Tenure/Continuous Employment/Renewable Contracts [5.9(g) (i)-(x)] 30

Required Steps and Processes for Faculty and Dean Review of Candidate Dossiers 31-33

Appeal for Review of Decision [5.9(f)(ix)] 33

Faculty Review Committee (FRC) [5.9(f)(ix)b 33-34

Continuous Employment for Clinical-Track Faculty [5.12] 34

Renewable Contracts for Lecturers [5.13] 35

Renewable Contracts for Clinical Instructors [5.14] 36

APPENDICES 37-44

Appendix A: Candidate Checklist 38-39

Appendix B: Transmittal Form for Tenure and Promotion Application 40

Appendix C: Confidentiality Agreement Form 41

Appendix D: McNichol's Tenure and Promotion Committee Guidelines 42-44

PART I

CRITERIA AND ELIGIBILITY FOR PROMOTION AND TENURE

GENERAL CRITERIA FOR PROMOTION AND TENURE

The general criteria for tenure or promotion in academic rank are teaching, scholarship, and service:

1. Consistent high-quality teaching, substantiated by evaluations from the dean (or designee), peers, and summaries of student evaluations.

2. Scholarship includes scholarly works and creative activity recognized and demonstrated, as appropriate to the applicant's discipline.

3. Service to the college or school, the University, the profession, and the community, in accord with the needs of the unit and the University's mission and goals.

4. Successful completion of Professional Responsibilities delineated in Article 6.2 of the Collective Bargaining Agreement.

Teaching is based upon knowledge of current scholarship in the field; clarity of objectives; care and depth in preparation of courses; pedagogical skills; creativity in the classroom; and student response. Also considered are: student advising; independent study and student research; thesis advising; assisting and supporting students in other ways; development of pedagogical skills to improve teaching; and developing courses and curricula.

Scholarship includes scholarly works and creative activity done independently or collaboratively, that result in publication, presentation, or documented scholarly and creative productivity recognized by professionals as contributing to the profession and/or state of the art. Research efforts must be continuous, organized, and conducted with a stated purpose. A foundational aspect of the modern university, scholarship and creative activity improve teaching quality, and are thus recognized as important parts of a faculty member's workload.

Service is evidenced by working on departmental, college and University committees; participating in professional organizations; working with other faculty on interdisciplinary or inter-professional projects; coordinating programs; assisting with recruitment, retention, public relations and/or fundraising activities; participating in campus/student activities; attending ceremonies which are central to University life; and participating in volunteer activities in accord with the University's mission and goals.

Faculty Appointments [5.5]

The following full-time positions and ranks are covered by the contract pursuant to Article 2.1 above. Years in rank means years at University of Detroit Mercy and credit for prior service at hire date as agreed upon and specified in an initial appointment letter. The criteria listed for each rank shall serve as the minimum criteria required for an employee to be eligible to hold that rank, but does not ensure attainment of promotion, tenure/continuous employment or renewal of contracts.

(b)Tenure-Track Positions [5.5 (b)(i)-(iv)]

(i) Instructor

The criteria for the rank of tenure-track Instructor are possession of a minimum of a master's degree (or equivalent) and evidence of potential for effective teaching, (including such positive acknowledgment of the effectiveness of advising as may be available), either as attested to by those who recommend the candidate or by virtue of having successful teaching experience.

The rank of tenure-track Instructor shall only be provided to a newly hired faculty member who is in the process of completing their terminal degree (e.g., ABD) and is in all other aspects a desirable new hire. This person shall complete the terminal degree within the first year (by August 15th) on the tenure-track and shall be granted the rank of Assistant Professor as defined in Article 5.9(a)(ii) at the time of completion of the degree. Article 9.21 shall apply to faculty who complete the degree requirements within this timeframe. Failure to comply with these requirements shall result in termination at the end of this first year.

(ii) Assistant Professor

The criteria for the rank of Assistant Professor are possession of the terminal degree or its equivalent (usually taken to be preparation and training comparable to the accepted doctoral program in time, continuity, professional standards and applicability to the field of specialization); evidence indicating promise of teaching performance of a high order of effectiveness (including such positive acknowledgment of the effectiveness of advising as may be available); evidence indicating promise of scholarly publications and research; and evidence indicating promise of service to the department, college, university, profession and community.

Credit for Prior Service: Credit for prior service in a tenure-track Assistant Professor position at another institution, up to a maximum of three years of the probationary clock, may be agreed upon and specified in an initial appointment letter. Faculty credited with three years prior service and hired with a start date between May 15th and August 16th will submit their mid-tenure review dossier per 5.8(b) within 10 working days of their start date.

Faculty Appointments [5.5] - continued

(b)Tenure-Track Positions [5.5 (b)(i)-(iv)] - continued

(iii) Associate Professor

The criteria for the rank of Associate Professor shall include possession of the terminal degree or its equivalent (usually taken to be preparation and training comparable to the accepted doctoral program in time, continuity, professional standards and applicability to the field of specialization); successful completion of the probationary period (six-year tenure clock); teaching excellence (including such positive acknowledgment of the effectiveness of advising as may be available); scholarly publications, research, or other professional accomplishments of merit; and service to the department, college, university, the profession, and the community.

Initial Hire at the Associate Professor Rank: As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and tenure. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and tenure as part of the application process.

a. If tenure is denied, the faculty candidate may be hired at the Associate Professor rank without tenure, and shall receive three years of credit towards their tenure-clock for prior service in a tenure-track position at another institution. The subsequent tenure applications of such candidates shall include an evaluation of their accomplishments in research, teaching and service while at Detroit Mercy, in addition to any resulting from prior service at another institution.

b. If rank is denied, the faculty candidate shall not be eligible for tenure at the time of hire. They may be offered a position at the rank of Assistant Professor as outlined in Article 5.5(b)(ii).

(iv) Professor

The criteria for the rank of Professor shall include possession of the terminal degree or its equivalent (usually taken to be preparation and training comparable to the accepted doctoral program in time, continuity, professional standards and applicability to the field of specialization); six (6) years in rank as Associate Professor; teaching excellence (including such positive acknowledgment of the effectiveness of advising as may be available); scholarly publications, research or other professional accomplishments of distinction in the field; and service to and leadership in the department, college, university, the profession, and the community. Applications for promotion to the rank of Professor may be submitted in or after the fall of the individual's 6th year in rank as Associate Professor.

***Initial Hire at the Professor Ra*nk**: As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and tenure. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and tenure as part of the application process.

a. If tenure is denied, the faculty candidate shall not be hired with the rank of Professor. Normally, denial of tenure will result in appointment at the rank of Assistant Professor. In rare circumstances, the candidate may be hired at the rank of Associate Professor *without* tenure as outlined in Article 5.5 (b) (iii).

b. If rank is denied, the faculty candidate may be offered a position at the rank of Associate Professor *with* tenure as outlined in Article 5.5 (b) (iii).

Faculty Appointments [5.5] - continued

(c) Librarian Positions [5.5(c) (i)-(iv)]

(i) Library Instructor

The criteria for the rank of Library Instructor, are five (5) years relevant library experience (or equivalent), substantial progress toward an American Library Association (ALA) accredited master's degree in library or information science, and evidence of ability to perform effective professional library service.

The rank of Library Instructor shall only be provided to a newly hired faculty member who is in the process of completing their terminal degree and is in all other aspects a desirable new hire. This person shall complete the terminal degree within the first year (by August 15th) of the probationary clock and shall be granted the rank of Assistant Library Professor as defined in Article 5.5(c)(ii) at the time of completion of the degree. Article 9.21 shall apply to faculty who complete the degree requirements within this timeframe. Failure to comply with these requirements shall result in termination at the end of this first year.

(ii) Assistant Library Professor

The criteria for the rank of Assistant Library Professor are possession of an ALA accredited master's degree in library or information science and evidence of an ability to advance along professional lines.

(iii) Associate Library Professor

The criteria for the rank of Associate Library Professor shall include possession of an ALA accredited master's degree in library or information science; successful completion of the probationary period (six-year tenure clock); and demonstrated excellence in professional responsibilities and service to the department, library, university, the profession, and the community.

(iv) Library Professor

The criteria for the rank of Library Professor shall include possession of an ALA accredited master's degree in library or information science; six (6) years in rank as Associate Library Professor; an outstanding record of achievement in professional responsibilities; significant course work past the terminal degree; demonstrated contributions in scholarly publications or communications; and substantial service and leadership to the department, library, university, the profession, and the community. Applications for promotion to the rank of Library Professor may be submitted in or after the fall of the individual's 6th year in rank as Associate Library Professor.

Faculty Appointments [5.5] - continued

(d) Clinical-Track Positions [5.5(d) (i)-(iv)]

(i) Clinical-Track Instructor

The criteria for the rank of Clinical-Track Instructor are possession of a minimum of a master's degree in a relevant discipline, a minimum of two (2) years clinical experience in the area of expertise, teaching experience preferred, membership in professional organizations, national certification in specialty preferred (PA certification required), and licensed as a PA or RN in the State of Michigan.

The rank of Clinical-Track Instructor shall be provided only to a newly hired faculty member who is in the process of completing his/her terminal degree (e.g., ABD) and is in all other respects a desirable new hire. This person shall complete the terminal degree within the first year (by August 15th) on the clinical-track and shall be granted the rank of Clinical-Track Assistant Professor as defined in Article 5.5(d)(ii) at the time of completion of the degree. Article 9.21 shall apply to faculty who complete the degree requirements within this timeframe. Failure to comply with these requirements shall result in termination at the end of this first year.

(ii) Clinical-Track Assistant Professor

The criteria for the rank of Clinical-Track Assistant Professor are possession of a terminal degree in discipline or related health profession, a minimum of three (3) years clinical experience in the area of expertise, evidence indicating promise of teaching performance of a high order of effectiveness (including such positive acknowledgment of the effectiveness of advising as may be available), national certification in specialty or discipline, participation in professional organizations, and participation in scientific research and/or clinical projects..

Credit for Prior Service: Credit for prior service in a Clinical-Track Assistant Professor position at another institution, up to a maximum of three years of the probationary clock, may be agreed upon and specified in an initial appointment letter. Faculty credited with three years prior service and hired with a start date between May 15th and August 16th will submit their mid-tenure review dossier per 5.8(b) within 10 working days of their start date.

(iii) Clinical-Track Associate Professor

The criteria for the rank of Clinical-Track Associate Professor shall include possession of the terminal degree or its equivalent (usually taken to be preparation and training comparable to the accepted doctoral program in time, continuity, professional standards and applicability to the field of specialization); successful completion of the probationary period (six-year probationary clock); national certification in specialty or discipline; an ongoing record of effective clinical practice in the area of expertise; an ongoing record of effective teaching; program of scientific clinical research and publications in peer reviewed journals; and, leadership in professional, community, and healthcare organizations.

Initial Hire at the Clinical-Track Associate Professor Rank: As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and tenure. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and continuous employment as part of the application process.

Faculty Appointments [5.5] - continued

(d) Clinical-Track Positions [5.5(d) (i)-(iv)] - continued

a. If continuous employment is denied, the faculty candidate may be hired at the Clinical-Track Associate Professor rank without continuous employment, and shall receive three years of credit towards their probationary clock for prior service in a clinical-track position at another institution. The subsequent applications for continuous employment of such candidates shall include an evaluation of their accomplishments in research, teaching and service while at Detroit Mercy, in addition to any resulting from prior service at another institution.
b. If rank is denied, the faculty candidate shall not be eligible for continuous employment at the time of hire. They may be offered a position at the rank of Clinical-Track Assistant Professor as outlined in Article 5.5(d)(ii).

(iv) Clinical-Track Professor

The criteria for the rank of Clinical-Track Professor shall include possession of the terminal degree or its equivalent (usually taken to be preparation and training comparable to the accepted doctoral program in time, continuity, professional standards and applicability to the field of specialization); six (6) years in rank as Clinical-Track Associate Professor; national certification in specialty or discipline; leadership role in clinical practice in the area of expertise; leadership role in effective teaching; leadership in interdisciplinary scientific clinical research publications in peer-reviewed research journals and presentations in national and international scientific conferences; sustained contributions to professional, community, and healthcare institutions; and successful mentoring of less experienced clinical faculty and students. Applications for promotion to the rank of Clinical-Track Professor may be submitted in the fall of the individual's 6th year in rank as Clinical-Track Associate Professor.

Initial Hire at the Clinical-Track Professor Rank: As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and continuous employment. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and continuous employment as part of the application process.

a. If continuous employment is denied, the faculty candidate shall not be hired with the rank of Clinical-Track Professor. Normally, denial of continuous employment will result in appointment at the rank of Clinical-Track Assistant Professor. In rare circumstances, the candidate may be hired at the rank of Clinical-Track Associate Professor *without* continuous employment as outlined in Article 5.5(d)(iii).

b. If rank is denied, the faculty candidate may be offered a position at the rank of Clinical-Track Associate Professor *with* continuous employment as outlined in Article 5.5(d)(iii).

Faculty Appointments [5.5] - continued

Lecturer/Professor of Practice & Clinical Instructor Positions [5.5(e) (i)-(v)]

(i) Lecturer I/Professor of Practice I:
The criteria for the rank of Lecturer are: possession of a minimum of a master's degree (or equivalent) in the discipline or related discipline; evidence of potential for effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available) either as attested to by those who recommend the candidate or by virtue of having successful teaching experience. Lecturers will teach the maximum teaching load as specified in Article 6.3(a)(i).

(ii) Lecturer II/Professor of Practice II:
The criteria for the rank of Lecturer II/Professor of Practice II are: successful completion of the six-year probationary period; possession of a minimum of a master's degree (or equivalent) in the discipline or related discipline; demonstrated effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available); record of service; and a record of maintaining currency in discipline/practice. Lecturer II/Professor of Practice II will teach the maximum teaching load as specified in Article 6.3(a)(i).

(iii) Senior Lecturer/Senior Professor of Practice:
The criteria for the rank of Senior Lecturer/Senior Professor of Practice are possession of a terminal degree in the discipline or related discipline; demonstrated effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available); record of service; and a record of maintaining currency in discipline/practice. In addition, a Lecturer I must have successfully completed a six-year probationary period; or a Lecturer II must have successfully completed six years in rank as Lecturer II. A Senior Lecturer/Senior Professor of Practice will teach the maximum teaching load as specified in Article 6.3(a)(i)..

a. **Initial Hire at the Senior Lecturer/Senior Professor of Practice Rank**: As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and continuous employment. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and continuous employment as part of the application process. If rank or continuous employment is denied, the faculty candidate may be offered a position at the rank of Lecturer I.

(iv) Clinical Instructor
The criteria for the rank of Clinical Instructor are possession of a minimum of a master's degree in Nursing; evidence of potential for effective clinical instruction either as attested to by those who recommend the candidate or by virtue of having successful clinical teaching experience (clinical teaching experience preferred); a minimum of two (2) years clinical experience in the area of expertise; membership in professional organization; and licensed as an RN in the State of Michigan. Clinical Instructors will teach the maximum teaching load as specified in Article 6.3(a)(i).

(v) Number: Each year the total number Lecturers and Clinical Instructors shall not exceed 20. For purposes of this provision, Religious in Residence shall not count towards the threshold calculation in 3.3 (b).

Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts [5.9]

Application for promotion or tenure/continuous employment/renewable contracts shall be initiated by an individual faculty member/library faculty member. Renewable contracts shall apply only to Lecturer, Senior Lecturer & Clinical Instructor appointments. Applications are to be made according to the procedure in Article 5.9(f) below.

(a) Obtaining Promotion and Tenure / Continuous Employment / Renewable Contracts [5.9(a) (i)-(iii)]

(i) There are three ways for a faculty member/library faculty member to obtain tenure / continuous employment / renewable contracts: (1) to be granted tenure/continuous employment/renewable contracts by the Employer at the time of hire; (2) to complete the probationary period without being either discharged for just cause or terminated; (3) to be granted tenure/continuous employment/renewable contracts pursuant to the procedures in Article 5.9(f) below.

(ii) There are two ways for a faculty member/library faculty member to obtain promotion to a higher rank: (1) to be granted the higher rank at the time of hire, as outlined in Article 5.5; (2) to be granted promotion to a higher rank pursuant to the procedures in Article 5.9(f) below.

(iii) Promotion to rank of tenure-track Associate Professor shall be simultaneous with award of tenure. Promotion to rank of Clinical-Track Associate Professor shall be simultaneous with award of continuous employment. Promotion to rank of Associate Library Professor shall be simultaneous with award of tenure.

(b) Eligibility [5.9(b) (i)-(ii)]

(i) To be eligible to apply for tenure/continuous employment/renewable contracts, a full-time faculty member/library faculty member shall be in the sixth year of their probationary period at Detroit Mercy, and shall have fulfilled the minimum qualifications for the appropriate rank as outlined in Article 5.5. Meeting the minimum qualifications does not ensure attainment of tenure/continuous employment/renewable of contracts.

(ii) To be eligible to apply for promotion, a full-time faculty member/library faculty member shall have fulfilled the minimum qualifications for the appropriate rank to which they seeks to be promoted as outlined in Article 5.5. Meeting the minimum qualifications does not ensure attainment of promotion.

Policies Regarding Review of Promotion and Tenure / Continuous Employment / Renewable Contracts [5.9] - continued

(c) Modifications to the Eligibility Requirements [5.9(c) (i)-(v)]

(i) For tenure-track and clinical-track instructors, the language in Article 5.5(b)(i) and Article 5.5(d)(i), respectively, shall apply, with the additional proviso that the first year shall be included in counting the number of years on the tenure- track/clinical-track.

(ii) For tenure-track/clinical-track appointments at the rank of Assistant Professor/Assistant Library Professor appointments, credit for prior service shall be as outlined in Article 5.5.

(iii) For tenure-track/clinical-track appointments above the rank of Assistant Professor/Assistant Library Professor appointments, credit for prior service shall be as outlined in Article 5.5.

(iv) For non-tenure-track employees (term appointments), the language in Article 5.16; Non-Tenure-Track Employees shall apply in counting the number of years on the probationary clock.

(v) Early Tenure/Continuous Employment: The review of an application for tenure/continuous employment in the fifth year of a faculty member's probationary period at Detroit Mercy shall be regarded as a rare and extraordinary action, to be considered only in compelling circumstances for probationary faculty on the tenure-track and clinical-track who meet the eligibility criteria identified below.

a. Eligibility to Apply: Only faculty who have successfully completed their Mid-Tenure Review and have received the highest rating in all areas of evaluation may petition to be considered for early tenure/continuous employment.

1. A faculty member who satisfies the above criterion and wishes to be considered for early tenure shall submit a written petition to the Dean of their College/School/Library no later than April 15 of their fourth probationary year. The faculty member shall provide clear justification, with relevant documentation, to demonstrate a record of extraordinary accomplishment that can be readily distinguished from strong cases.

2. The Dean of their College/School/Library shall provide written notification to the petitioning faculty member, with copies to the relevant Department Chair, no later than May 15 of the faculty member's fourth probationary year. Approval of a petition to apply shall not be considered an approval of any subsequent tenure/continuous employment application submitted by the faculty member. Denial of a petition shall be without prejudice to the sixth-year tenure/continuous employment application submitted by the faculty member.

Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts [5.9] - continued

Modifications to the Eligibility Requirements [5.9(c) (v) b] - continued

b. Review Process: The review process shall proceed as outlined in Article 5.9: Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts, subject to the following provisos:

1. Each level of review shall comment specifically on the special grounds for an early decision based on the faculty member's record of extraordinary accomplishment. Merely meeting or exceeding the criteria for tenure/continuous employment shall not be sufficient reason for a positive recommendation.

2. The application must receive a positive recommendation at every level of the review process for approval of early tenure/continuous employment.

3. A negative recommendation at any level shall stop the review process and the complete application shall be forwarded to the Provost and Vice President for Academic Affairs who shall provide the faculty member with a copy of aggregated comments from all levels of review along with the notification of the final decision.

4. A denial of early tenure/continuous employment in the fifth probationary year shall be without prejudice to the employee's continued employment or his/her sixty-year tenure/continuous employment application. Article 5.9(g)(ix), Appeal for Review of Decision, shall not apply in these cases.

SPECIFIC ACADEMIC-UNIT CRITERA FOR TENURE AND PROMOTION

In the spirit of shared governance, specific academic-unit criteria for promotion or tenure/continuous employment/renewable contracts are established by the members of the Academic Unit and are available to all faculty from their Dean's office. These criteria shall be determinant in the decision to grant promotion and tenure/continuous employment/renewable contracts. [5.9(d)].

Please visit the Promotion and Tenure Guidelines tab on the Academic Affairs webpage to access specific academic-unit criteria for promotion and tenure.

PART II: PROBATIONARY PERIOD & REVIEW PROCESS FOR PROBATIONARY FACULTY

OVERVIEW OF REVIEW PROCESS FOR PROBATIONARY FACULTY

The Office of Academic Affairs provides this abbreviated overview, but please see complete details in the 2021-2026 DETROIT MERCY/UDMPU Agreement [5.6 -5.8(a-c)]

1. During the first semester following appointment, the faculty member shall have a meeting with their Dean, during which the Dean shall provide a copy of the guidelines for preparation of the tenure/continuing employment dossier* as well as all annual probationary review timelines.:
2. **By May 15** - Probationary Faculty member submits dossier to their Dean's office by deadline indicated in 5.8(c) – using the Instructions for Submitting Online Dossiers, where applicable.
3. **By August 31** - Chair submits all written comments to Dean. Per a process previously determined by tenured faculty of the faculty member's unit, tenured faculty review the dossier and submit comments to Chair. Chair meets with faculty member to review and evaluate faculty member's progress toward tenure/continuing employment.
4. **By September 15** – School/College/Unit Promotion and Tenure Committee completes reviews of all **Mid-Tenure dossiers** and submits all written comments and the dossier to the Dean by Sept 15th due date. The Committee will review the third-year dossier (submitted May 15th of the third probationary year) and evaluate the faculty member's progress toward tenure/continuous employment.
5. **By September 30** - Dean submits dossier and all materials, comments, and evaluations to the Provost and Vice President for Academic Affairs. Prior to that date, the Dean meets with faculty member to review and evaluate faculty member's progress toward tenure/continuing employment. During this meeting the Dean provides the faculty member with a copy of anonymous aggregated comments from earlier levels of review. Dean provides a written evaluation to the faculty member.
6. **By October 30** - The Provost and Vice President for Academic Affairs notifies the faculty member in writing of their progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment, as well as comment on the employee's success or failure in meeting the University, College, School and Department/Program or Library criteria for performance in the areas of teaching, scholarly research and service, as appropriate

*In preparing the dossier, it is recommended that the probationary faculty member comply with the information in Part III of this handbook.

Probationary Period [5.6]

The Employer requires all non-tenured employees to serve a probationary period of six (6) contract years. For the purposes of this paragraph, a contract year shall be a twelve (12) month period commencing on August 16 following the employee's original date of hire, or the date of re- employment following loss of tenure as the case may be.

Completion of Probationary Period [5.7]

The probationary period as specified in Article 5.6 shall be deemed successfully completed by an employee being retained in employment other than on a one-year terminal contract after the maximum probationary period; by being granted tenure for those employees covered by Article 5.5 (b) and Article 5.5 (c) above; or by being granted continuous employment for those employees covered by Article 5.5 (d) above at any time prior to the expiration of the probationary period; or, by being granted renewable-year contracts for those employees covered by Article 5.5 (c). During the probationary period, an employee's employment may be terminated at the sole discretion of the Employer. In faculty/library faculty cases, except in the instance of discharge for just cause, the termination of a probationary employee shall not become effective before the end of the contract year in which the termination is to occur.

Probationary Review Process [5.8]

Probationary Review Process: The Employer and Union recognize that in the academic environment the probationary period is used as an opportunity for the employee to demonstrate to the Employer both their value as an employee and representative of the Institution and as an academic scholar within a discipline. It is further recognized that there are circumstances which develop which make it inadvisable for the educational institution involved to offer a tenured position to the probationary employee even though the probationary employee has demonstrated excellence in their academic pursuits. Therefore, in order to provide guidance to the individual during the probationary period and to delineate the difference between the employee's success in filling the academic criteria requirements of the educational institution, and their prospect for tenured employment in the employee's particular department or discipline, the parties agree that providing for clarity, consistency and candor in the annual evaluation of all probationary full-time faculty serves the best purposes of the individual faculty and the institution.

Probationary Review Process [5.8] - continued

(a) Procedures Following Initial Appointment [5.8(a) (i)-(ii)]

(i) Hired faculty shall receive, with their appointment letter, a copy of any institutional, college and department specific standards and criteria that will be used to evaluate their academic performance for purposes of reappointment, granting of tenure and/or continuing employment, and promotion.

(ii) During the first semester following appointment, the faculty member shall have a meeting with the her/his Dean, during which the Dean shall provide a copy of the guidelines for preparation of the tenure/continuing employment dossier as well as all annual probationary review timelines.

(b) Procedures for Annual Reviews [5.8(b) (i)-(ix)]

(i) The dossier referred to in Article 5.8(a)(ii) shall be created and maintained by all probationary faculty and submitted according to the deadlines listed in 5.8 (c) to their respective Deans' office.

(ii) The tenured faculty of each department shall determine a process to review the probationary faculty member's dossier annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. Written comments shall be provided to the Department Chair, along with the dossier. A copy of the comments shall be forwarded to the Dean. All written comments shall be submitted no later than August 31.

(iii) The Chair of the Department shall meet with the probationary faculty member annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. The Chair shall provide written comments to the Dean, along with the dossier, no later than August 31. The Chair shall also submit to the Dean any written comments provided by the tenured faculty.

(iv) The Dean of the School/College shall meet with the probationary faculty member annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. During the meeting, the Dean shall provide the faculty member with a copy of aggregated comments from earlier levels of review. All references that may identify the source of any comments in the review shall be removed so as to protect the confidentiality of reviewing faculty and Chairs. Following the meeting, the Dean shall provide a written evaluation to the employee. The dossier and all supporting materials shall be submitted to the Provost and Vice President for Academic Affairs no later than September 30 for the mid-tenure review and the final review. Upon request, the Provost and Vice President for Academic Affairs may also review dossiers for any other probationary year.

Probationary Review Process [5.8] - continued

Procedures for Annual Reviews [5.8(b) (i)-(ix)] - continued

(v) In Colleges/Schools without separate departments, tenured faculty within the discipline, and the Dean of that College/School shall play the appropriate roles.

(vi) Mid-Tenure Review: The Tenure & Promotion Committee of the School/College/Library shall be included in the review of the probationary faculty member's third–year dossier (submitted May 15 of the third probationary year) in order to evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuous/continuing employment. The review shall cover the entire period since the initial appointment. Written comments shall be provided to the Dean, along with the dossier, no later than September 15.

(vii) For those cases in which the Dean's evaluation differs from an earlier level of review, they will meet with the appropriate committee or individuals for additional dialogue before evaluations are submitted to the Provost and Vice President for Academic Affairs.

(viii) All committee members and individuals involved in the process shall sign confidentiality agreements. The confidentiality of individual faculty comments and votes shall be strictly maintained during and after the process.

(ix) The Provost and Vice President for Academic Affairs will notify the employee in writing no later than October 30 as to their progress towards meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The Provost and Vice President for Academic Affair's evaluation shall comment on the employee's success or failure in meeting the University, College, School and Department/Program or Library criteria for performance in the areas of teaching, scholarly research and service, as appropriate. In determining progress, the Employer shall consider all relevant available information including letters from sources chosen by the employee.

Probationary Review Process [5.8] - continued

(c) Timelines for Annual Reviews of Probationary Faculty [5.8(c) (i)-(ii)]

Probationary employees will be evaluated and, where appropriate, probationary contracts offered according to the schedule below:

Probationary (Starts August 16th)	Probationary Year Being Evaluated	Feedback/ Evaluation Deadline	Evaluation Action(s)	Dossier Submission Deadline**
Year 1	None	None	None	May 15
Year 2	Year 1	October 30	Notice of termination at end of year 2 **OR** contract for 3rd and 4th contract year	May 15
Year 3	Years 1& 2	October 30	No employment status action required. May notify employee of termination of contract at end of year 4	May 15
Year 4	Years 1-3	October 30 [mid-tenure clock review]	Notice of termination at end of year 4 **OR** contract for 5th and 6th contract year	May 15
Year 5	Years 1-4	October 30	No employment status action required. May notify employee of termination of contract at end of year 6	None. See Article 5.9 for year 6 review
Year 6	All Years (final tenure review)	See Article 5.9 (f)	Tenure & Promotion granted; or termination with 1-year contract unless employee has been previously notified of non-renewal after the 6th year	See Article 5.9 for Year 6 review

**Note: If a deadline falls on a weekend or a university holiday, the deadline shall be no later than the close of the previous business day.

(i) Probationary employees shall receive an initial contract for a period of two years. For the purposes of this paragraph a contract year shall be a twelve (12) month period commencing on August 16 following the employee's original date of hire, or the date of re-employment following loss of tenure as the case may be.

(ii) The dossier referred to in Article 5.8(a)(ii) should be submitted on or before May 15 of each year to the probationary faculty member's Dean's office.

Probationary Review Process [5.8] - continued

The Office of Academic Affairs provides access to pertinent review forms on the Academic Affairs website under the Probationary Review, Tenure, and Promotion Documents tab.

PART III:
PROMOTION AND TENURE APPLICATION MATERIALS & DOSSIER PREPARATION

Application for promotion or tenure/continuous employment/renewable contracts shall be initiated by an individual faculty member/library faculty member. [5.9]

An Employee must submit a written tenure/continuous employment/renewable contract request, together with accompanying dossier, to their department or Academic Unit Tenure and Promotion Committee with a formal written notification to the appropriate Dean's office no later than September 15 of their sixth probationary year. If a due date falls on a weekend or University holiday, the deadline shall be no later than the close of the previous business day. [5.9(f)(i)]

PREPARATION GUIDANCE

This section is provided by the Office of Academic Affairs and is intended to serve as a guide for dossier preparation.

Prepare your dossier in a manner that effectively and accurately represents your contributions to the University, your field, students, and the mission and goals of the University. Take care to be precise, concise, thorough, and selective. Review recently successful candidate dossiers before finalizing your submission. Seek feedback from colleagues. In addition to listing and stating accomplishments, provide evidence in support of participation, contributions, and accomplishments. For example, a thank you letter from a committee chair stating your contributions to the committee's work is much more impactful than a letter that only states membership. Prepare your dossier for review at all levels. Colleagues at the program or departmental level will likely have the clearest understanding of a candidate's field. However, as your dossier is reviewed beyond the department level, committee members and administrators are increasingly less likely to be familiar with the content and conventions of your discipline. It is in your best interest to prepare your dossier so that the accuracy, thoroughness, quality, and impact of your work can be well understood at all levels of review. A dossier checklist is included in **Appendix A**. **Dossier submission will be transitioning from binders to electronic dossiers. All dossiers must be submitted electronically starting with the May 2023 submission.**

FORMAT REQUIREMENTS – Please select only one form of dossier submission:

3-Ring Binder(s) Submission	Electronic Submission
No binder should be more than 3 inches thick. Do not fill binder(s) beyond capacity. Place the candidate's name on the front and side of the binder(s). If using more than one binder, number the binders in a series, also on fronts and sides. Provide a clear and concise Table of Contents. Number all pages consecutively except Appendices. Provide clearly marked dividers between the sections of the dossier. Complete and sign the Transmittal Form for Tenure and/or Promotion Application* and include it in the dossier in front of the Table of Contents.	Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to upload your files. **The main folder** will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service). **The Candidate Overview folder** will contain the Dossier Probationary Form or P&T Transmittal Form *, table of contents, curriculum vitae, annual reports, letters of support, awards and honors, and any additional information to be considered. **The Teaching folder** will contain your teaching statement, course syllabi, sample teaching materials and course assessments, any peer teaching assessments/evaluations, all student course evaluations, and a reflective summary of course evaluations. **The Research & Scholarly Activity folder** will contain your scholarship statement, external evaluators' letters, copies of publications, copies of grant abstracts, and grant award letters. **The Service folder** will contain your service statement and various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.
*The Probationary Form and P&T Transmittal Forms are located on the Academic Affairs webpage under the Probationary Review, Tenure, and Promotion Documents tab.	

REQUIRED DOSSIER CONTENT

Section I: Candidate Overview

- **Probationary Form or P&T Transmittal Form:** The top portion of the probationary form or P&T transmittal form must be completed by candidate.
- **Table of Contents**
- **Curriculum Vitae:** Candidate's complete career curriculum vitae must include:
  - ✓ **Education** – Include all degrees, professional certifications, and/or licensures
  - ✓ **Professional Experience** – Include employment history, complete with position titles and duties
  - ✓ **Teaching** – Include teaching activities under headings similar to the ones listed below.
    - Courses Taught at University of Detroit Mercy (most recent first)
    - Courses Taught at other Higher Education Institutions (most recent first)
    - Commitment to Student Learning (describe or list activities related to student service learning, directed studies, project-based courses, curriculum review, course development, accreditation, etc.)
    - Professional Development (cite workshops, webinars, and/or conferences attended that were devoted to enhancing pedagogy).
  - ✓ **Scholarly Activity:** Properly cite all scholarly activity using headings similar to the ones listed below, appropriate to your discipline. For multi-authored works, indicate your role/responsibility. Acknowledge student co-authors. Properly cite manuscripts that are in press or in progress. Indicate if a presentation was local, regional, national, or international. For grants indicate if internally funded or externally funded. For collaborative grants, indicate clearly the role of the candidate (PI, co-PI, Consultant, or Contributor, along with the nature and percentage (%) of the candidate's role).
    - Refereed Publications
    - Non-Refereed Publications
    - Refereed Presentations
    - Invited Presentations
    - Grants Funded (with inclusive dates)
    - Grants Applied For (with submission dates)
    - Other Scholarly Works
  - ✓ **Service** – List the most recent service first and use headings similar to the ones listed below. Indicate dates of service and candidate's role where appropriate (e.g. member, chair, past chair, secretary, etc.)
    - Department/Discipline/Program Service
    - School/College Service
    - University Service
    - Professional Service
    - Community Service
  - ✓ **Professional Organizations and Awards** – Include membership and offices held in professional organizations. Also include awards and honors. List the most recent first and include dates.
  - ✓ **Additional Information (Optional)** – Please include any additional information you want considered during your review.
- **Annual Reports:** Include copies of all annual reports. Reports must contain Chair's/Discipline Coordinator's, Dean's, and Candidate's comments and all appropriate signatures.

REQUIRED DOSSIER CONTENT - continued

- **Letters of Support:** Include any letters of support from colleagues and/or students.
- **Awards and Honors:** Include any awards/honors.
- **Additional Information Statement (optional):** Include any additional information to be considered. If there are circumstances or information about the candidate that provide additional information applicable to the candidate's career, experiences, or dossier content - for example, gaps in productivity; modified teaching load; information missing from the dossier—the candidate may choose to provide an additional explanation addressing the specific issue(s).

Section II: Teaching

- **Teaching Statement:** Include teaching philosophy; use of any high impact practices, contributions to course, curriculum, and/or program development; teaching and/or learning innovations; instructor training and development; changes and revisions to current University courses with rationales; examples of service learning projects; contributions to student learning outcomes, etc. If applicable, expound on how your teaching connects to the educational traditions of Detroit Mercy sponsors (e.g. a student-centered focus and concern for the dignity of the person). Contextualize previous work and accomplishments as well as future goals. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.
- **Course Syllabi:** Include copies of representative Detroit Mercy course syllabi (most recent first).
- **Sample Teaching Materials and Course Assessments:** Include samples of teaching materials and course assessments consistent with your School/College criteria.
- **Peer Teaching Assessments/Evaluations:** If available, include copies of Dean and/or peer teaching assessments/evaluations consistent with your School/College criteria.
- **Student Course Evaluations:** Include a reflective summary of course evaluation reports, addressing strengths and areas to strengthen. Include all pages of the course evaluation reports, most recent course evaluations first. Candidates for Associate Professor must include all Detroit Mercy course evaluation reports. Candidates for Professor must include all Detroit Mercy course evaluation reports since their last Detroit Mercy promotion.

Section III: Research and Scholarly Activity

- **Scholarship Statement:** Describe past, present, and future scholarly work. Explain the context and goals of your interests and work, as well as its place in and impact on your discipline/area of study. If applicable, expound on how your research connects to the educational traditions of Detroit Mercy sponsors (e.g. concern for the dignity of the person and for the common good of the world community). Specify particularly successful projects and include reference to funded grants, if applicable. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.
- **Copies of Scholarly Publications and Work:** Include copies of scholarly publications, books, and other work to be considered during the review (most recent first). *If a scholarly publication has been accepted for publication but not published at the time of dossier submission, an acceptance letter and draft manuscript should be submitted instead*. Include abstracts of funded, applied for, and non-funded grants.

REQUIRED DOSSIER CONTENT - continued

- **Letters from Evaluators External to Detroit Mercy:** It is recommended that each candidate work with their Dean's Office to secure external reviewer letters of their scholarly work, consistent with the criteria of their school/college. For promotion to Associate Professor, a minimum of two external review letters are required (*optional for schools/colleges that do not require external evaluations of scholarly activity at this level of promotion*). For promotion to Professor, a minimum of three external review letters are required.

  External evaluators should be asked to assess the candidate's standing in the field, commenting on the impact of the candidate's work in the field, explaining ways in which the candidate has added to or modified existing knowledge in the field, addressing candidate's development of new ideas or application of existing theories and evaluating the extent to which the candidate has established him/herself as an independent scholar in the field.

  Each College, School, or Unit will determine the process by which external reviewers are identified and contacted. Each letter must be accompanied by a brief biography or CV of the reviewer. Untenured faculty will not ordinarily be invited to serve as reviewers. Editors of volumes in which a candidate has published an essay may be considered as reviewers.

  External review letters must be solicited from individuals "at arm's length" from the candidate. That is, **the following may not be chosen** to serve as reviewers: the candidate's doctoral or postdoctoral directors/mentors; individuals with whom, in the last three years, the candidate has worked as a co-author, collaborator, or co-investigator on scholarly, research, or artistic projects; close friends from graduate school; or anyone with whom the candidate has had a personal relationship.

Section IV: Service

- **Service Statement:** Describe past and present service and plans for future service work. Explain your interests and your accomplishments in service. Include reference to and/or further description of items included on your curriculum vitae. Expound on how your service connects to Detroit Mercy's mission (provide excellent student-centered undergraduate and graduate education in an urban context) and/or the educational traditions of Detroit Mercy sponsors (promotion of justice and compassionate service to persons in need). Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

- **Evidence of Service:** Such evidence may include invitation and appointment letters; thank you letters and other forms of recognition from Committee Chairs, leaders of organizations, student advisees/mentees, etc.; awards and/or other forms of accomplishment, acknowledgement, and recognition. Other acceptable forms of evidence include screen shots of webpages showing committee membership, meeting minutes, and/or annotated photographs of engaged service.

PART IV: PROMOTION AND TENURE REVIEW PROCESS

OVERALL STATEMENT ON THE REVIEW PROCESS [5.9(f)]

The review process for tenure / Continuous Employment / Renewable Contracts applications is a natural extension of the annual review process for probationary faculty outlined in Article 5.8. The emphasis is on providing robust and extensive feedback to the candidate at all levels. Evaluation of candidates for promotion and tenure occurs at many levels. Please review the American Association of University Professors guide for tenure evaluation: Good Practice in Tenure Evaluation.

TIMELINE AND DEADLINES FOR THE REVIEW PROCESS OF CANDIDATE APPLICATIONS FOR PROMOTION AND TENURE [5.9(f)]

Responsible Parties	Action	Deadline** (on or before)
Faculty Member	Submit Dossier to Department Committee and formal written notice to Dean's Office	September 15 (Sixth Probationary Year)
Department Committee	File report and recommendation to Dean's office	October 1
Department Chairperson	File report and recommendation to Dean's office	October 15
College/School/Library Committee	Files report and recommendation to Dean's office	December 1
College School/Library Dean	Files report and recommendation to the McNichols T & P committee.	January 15
McNichols Committee	Files report and recommendation to the Provost	March 1
Provost and Vice President for Academic Affairs	Makes decision to either grant or deny tenure/promotion subject to Article 5.9(f)(ix)	April 15
Faculty Member	May file an appeal for review of decision subject to Article 5.9(f)(ix)	May 15
Faculty Review Committee (FRC)	Reviews Appeal/makes recommendation to President of the University	June 1
University President	Notifies candidate of his/her decision	June 15
**Note: if the due date falls in a weekend or a University holiday, the deadline shall be no later than the close of the previous business day.		

Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts [5.9]

(e)Tenure/Continuous Employment/Renewable Contracts and Promotion Committees [5.9(e) (i)-(iii)]

(i) Department Tenure and Promotion Committee

In colleges/schools where the initial tenure/continuous employment/renewable contracts and promotion committee is the department committee, eligibility to serve shall be determined by the department. Any eligible faculty member/library faculty may have membership on multiple tenure/continuous employment/renewable contracts and promotion committees, including department chairperson or designated person, up to and including the Academic Unit Tenure and Promotion Committee. This member shall, however, be eligible to vote only at the lowest level committee of which they are a member.

(ii) College/School/Library Tenure and Promotion Committee

This committee shall be composed of one eligible faculty member/library faculty member elected from each department of the academic unit or a representation determined by faculty/library faculty, provided that a faculty member/library faculty member being considered for tenure/continuous employment/renewable contracts or promotion shall be ineligible to serve on this committee. In the event a department chairperson serves, they would be ineligible to vote on anyone in their department for tenure/continuous employment/renewable contracts or promotion. The committee shall elect its own chairperson.

(iii) McNichols Tenure and Promotion Committee

This committee shall be composed as follows:

a. Tenured faculty, continuously employed clinical-track faculty members/library faculty members shall be elected by the faculty of each of the respective academic units. The number of the members from each academic unit to be elected to the tenure and promotion committee shall be computed as follows: one for every thirty (30) faculty members (or library faculty) or fraction thereof, e.g. 1-30, 1 elected; 31-60, 2 elected; 61-90, 3 elected and provided, however, that a faculty member/library faculty member being considered for tenure/continuous employment/renewable contracts or promotion shall be ineligible to serve on this committee. In addition, no faculty member/library faculty member may serve on the academic unit Tenure and Promotion Committee and the McNichols Tenure and Promotion Committee concurrently.
b. The members shall be elected for staggered three (3) year (October 15 to October 14) terms.
c. The committee shall elect a chairperson from the membership by a majority vote each year to serve a one (1) year term.
d. The Committee shall file a final report with the Provost and Vice President for Academic Affairs.
e. The committee, in consultation with the Provost and Vice President for Academic Affairs, shall call its own meetings and establish its own operating rules.
f. All committee members shall sign confidentiality agreements.

Policies Regarding Review of Promotion and Tenure / Continuous Employment / Renewable Contracts [5.9] - continued

(g) Rules for Review of Promotion and Tenure / Continuous Employment / Renewable Contracts [5.9(g) (i)-(x)]

(i) Only tenure/ clinical-track full-time faculty shall have a role in the tenure and promotion process for tenure/clinical-track faculty.

(ii) Each level of review in the review process shall be made independent of influence from above. Each level shall have access to all reports and recommendations from lower levels.

(iii) An application may be withdrawn only by the employee requesting promotion or tenure/continuous employment/renewable contracts. They unilaterally may withdraw their application at any stage of the review procedure. In promotion review cases, withdrawal shall be without prejudice.

(iv) In reviewing an application for tenure/continuous employment/renewable contracts and/or promotion, each reviewer shall consider only the professional qualifications of the applicant, and shall adhere to established criteria for promotion or tenure/continuous employment/renewable contracts.

(v) The Provost and Vice President for Academic Affairs shall provide the faculty member with a copy of aggregated comments from each level of review along with the notification of the final decision to grant or deny tenure/continuous employment/renewable contracts and/or promotion. All references that may identify the source of any comments in the review shall be removed so as to protect the confidentiality of reviewing faculty and chairs.

(vi) The confidentiality of individual faculty comments and votes shall be strictly maintained during and after the process.

(vii) All committee members and individuals involved in the process shall sign confidentiality agreements.

(viii) There shall be no quota/ration for tenured/continuously employed positions or for positions subject to promotion. Quotas for Lecturer and Clinical Instructor positions shall be outlined in Article 5.5.

(ix) Any application or supporting documentation submitted after the September 15 deadline shall not be considered.

(x) In the event a review timetable referred to in 5.9(f) is not complied with, the request shall automatically move to the next higher level.

REQUIRED STEPS AND PROCESSES FOR FACULTY AND DEAN REVIEW OF CANDIDATE DOSSIERS

This section is provided by the Office of Academic Affairs and is intended to serve as a guide for dossier review and expounds on the process described in the May 16, 2021 – May 15, 2026 DETROIT MERCY/UDMPU Agreement [5.9(f)].

All aspects of the review process are confidential. Before beginning the review process, all faculty and dean reviewers must sign the Confidentiality Agreement (see **Appendix C**).

Departmental Committee and/or Chair Review and Recommendation

In colleges or schools where it is appropriate, departmental committees and/or chairs will review and evaluate candidates. The review and evaluation must consider all pertinent information related to the University of Detroit Mercy Criteria for Tenure and Promotion and *the specific academic-unit criteria for Tenure and Promotion*.

After review and evaluation, the department committee and/or chair will decide upon a formal recommendation and will indicate this on the candidate's Transmittal Form along with signature and date (**by October 1 for Dept and Oct 15 for Chair**). A report letter explaining the recommendation will be composed. The letter must include specific reference to University criteria and the unit's criteria for tenure and promotion. The letter must include the vote of the committee and be signed by all members of the committee. It will be added to and become a part of the candidate's dossier. *The dossier then proceeds to the unit committee* no later than **October 15**.

College/School/Unit Committee Review and Recommendation

College/school/unit Committees will review and evaluate candidates from their college/school/unit. The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Tenure and Promotion *and their specific academic-unit criteria for Tenure and Promotion*.

After such review and evaluation, the college/school/unit will decide upon a formal recommendation regarding the candidate's change of status and will indicate this on the candidate's Transmittal Form along with signature and date (**by Dec 1**). In addition, the college/school/unit committee will compose a report letter explaining their recommendation. The report letter—with specific reference to University criteria and their college's criteria for tenure and promotion—must include the vote of the committee and be signed by all members of the committee. This letter will be added to and become a part of the candidate's dossier. *The dossier then proceeds to the college/school/unit dean no later than **December 1**.*

Dean Review and Recommendation

College/school/unit deans will review and evaluate candidates from their college/school/unit. The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Tenure and Promotion *and their specific academic-unit criteria for Tenure and Promotion*. In addition, the dean will review the recommendation of the college/school/unit committee.

REQUIRED STEPS AND PROCESSES FOR FACULTY AND DEAN REVIEW OF CANDIDATE DOSSIERS - continued

After such review and evaluation, the college/school/unit dean will decide upon a formal recommendation regarding the candidate's change of status and will indicate this on the candidate's Transmittal Form along with signature and date (**by Jan. 15**). In addition, the college/school/unit dean will compose a report letter explaining their recommendation.

For those cases in which the Dean's evaluation differs from an earlier level of review, he/she shall meet with the appropriate committee or individuals for additional dialogue before filing his/her report.

The report letter—with specific reference to University criteria and their college's criteria for tenure and promotion—must include the dean's recommendation as well as their review of the recommendation of the college/school/unit committee. This letter will be added to and become a part of the candidate's dossier. The dossier then proceeds to the McNichols Tenure and Promotion Committee no later than **January 15**.

Review and Recommendation from McNichols Tenure and Promotion Committee

The McNichols Tenure and Promotion Committee (MTPC) will review and evaluate candidates from the McNichols Campus (see **Appendix D** for Guidelines). The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Promotion and Tenure, and the specific academic-unit criteria for Tenure and Promotion.

After such review and evaluation, the MTPC will decide upon a formal recommendation regarding the candidate's change of status and will indicate this on the candidate's Transmittal Form along with signature and date (**by March 1**). In addition, the MTPC will compose a report letter explaining their recommendation. The report letter, with specific reference to University criteria and the candidate's academic-unit criteria for tenure and promotion, must include the vote of the MTPC and be signed by all committee members. This letter will be added to and become a part of the candidate's dossier. The dossier then proceeds to the Provost and Vice President for Academic Affairs (VPAA) no later than **March 1**.

Provost and VPAA Review and Decision

The Provost and VPAA receives the dossier and all submitted documentation and recommendations; reviews and evaluates all pertinent information related to the University Detroit Mercy Criteria for Promotion and Tenure, and specific academic-unit criteria for Tenure and Promotion; and decides to grant or not grant the change of status for which the candidate applied.

For those in which his/her decision differs from the MTPC, he/she will meet with the MTPC for additional dialogue before a final decision is made.

REQUIRED STEPS AND PROCESSES FOR FACULTY AND DEAN REVIEW OF CANDIDATE DOSSIERS – continued

The Provost and Vice President for Academic Affairs shall provide the faculty member with a copy of aggregated comments from each level of review along with the notification of the final decision to grant or deny tenure/continuous employment/renewable contracts and/or promotion. All references that may identify the source of any comments in the review shall be removed so as to protect the confidentiality of reviewing faculty and chairs. Such notification shall be given to the candidate and the Dean by **April 15**.

Subject to the procedure described in Article 5.5(f)(ix) below, the decision of the Provost and Vice President for Academic Affairs shall be final as to the particular tenure/continuous employment/renewable contracts and/or promotion request and shall not be subject to the grievance procedure or arbitration. Tenure/continuous employment/renewable contracts and/or promotions granted by this procedure shall become effective no later than August 16. [5.9(f)(viii)].

APPEAL FOR REVIEW OF DECISION [5.9(f)(ix)]

Faculty who have been denied promotion or tenure/continuous employment/renewable contracts shall have the right to file an "Appeal for Review of Decision." The appeal process and timelines shall be as follows:

a. The faculty member shall file an appeal no later than **May15**.

b. The review of the appeal shall be conducted by a Faculty Review Committee (FRC) comprised of 6 faculty at the rank of Associate Professor, Associate Library Professor or Clinical-Track Associate Professor (with a minimum of six years in rank), or at the rank of Professor, Library Professor or Clinical-Track Professor with one individual from each of the Schools/Colleges/Libraries represented in the bargaining unit. The FRC shall review the merits of the appeal based on evidence provided by the candidate in support of their appeal including applicable contract language. The FRC shall file a report along with its recommendation to the President of the University no later than **June 1**.

c. Prior to rendering a decision, the President shall confer with the chairperson of the Faculty Review Committee and the Provost and Vice President for Academic Affairs. The President shall provide written notification to the candidate of their decision no later than **June 15**.

d. In no event shall a filing of an appeal or response to such appeal serve to lengthen an individual employee's period of employment with the Employer.

REQUIRED STEPS AND PROCESSES FOR FACULTY AND DEAN REVIEW OF CANDIDATE DOSSIERS – continued

Faculty Review Committee (FRC)

a. A Faculty Review Committee (FRC) must be identified. The FRC is comprised of 6 faculty at the rank of Associate Professor, Associate Library Professor or Clinical-Track Associate Professor (with a minimum of six years in rank), or at the rank of Professor, Library Professor or Clinical-Track Professor with one individual from each of the Schools/Colleges/Libraries represented in the bargaining unit.

b. Each college/school/unit can determine the process for selecting the nominees and notifying the Office of academic Affairs.

c. The Office of Academic Affairs will convene the first meeting of the FRC. The FRC elects a chairperson from among its members.

d. The FRC shall review the merits of the appeal based on evidence provided by the candidate in support of their appeal including applicable contract language expected to review the merits of the appeal based on evidence provided by the candidate in support of his/her appeal.

e. The timeline for the process is outlined in the DETROIT MERCY/UDMPU Agreement and requires the FRC to file a report along with its recommendation to the President of the University no later than **June 1**. The President shall confer with the chairperson of the FRC and the Provost and Vice President for Academic Affairs. The President shall provide written notification to the candidate no later than **June 15**.

Continuation of Employment for Clinical-Track Employees [5.12 (a) – (b)]

A Clinical-Track faculty member is not eligible for tenure. Nothing contained in this agreement shall obligate the Employer to grant tenure to a Clinical-Track faculty member regardless of the years of service.

(a) Clinical appointments do not lead to tenure but can ultimately lead to continuous employment. The University may terminate the clinician who fails to maintain the level of clinical certification in the specific specialty in which they were hired and licensure mandated by the appropriate faculty of the College of Health Professions. The appointment is governed by the personnel policies of the University of Detroit Mercy under the contract provisions of the UDMPU which apply to faculty appointments.

(b) Any clinical appointment subsequent to the probationary period will be automatically renewed subject to Article 5.14(b) provided a review of the practitioner's credentials indicate that the practitioner has maintained the level of certification in the specific specialty in which they were hired and licensure defined by the appropriate faculty of the College of Health Professions.

Renewable Contracts for Lecturers [5.13 (a) – (e)]

A Lecturer is a full-time non-tenure-track faculty position. Professors of Practice and Religious in Residence shall be considered Lecturers. Lecturer positions cannot replace full-time tenure-track positions. A Lecturer is not eligible for tenure.

(a) **A Probationary Lecturer I/Professor of Practice I faculty** shall receive an initial contract for a period of two years. For the purposes of this paragraph a contract year shall be a twelve (12) month period commencing on August 16 following the employee's original date of hire. All subsequent probationary two-year contracts are awarded as a result of annual reviews in accordance with Article 5.8.

Any Lecturer I/Professor of Practice I contracts subsequent to the probationary period shall be for a period of three (3) years, renewable at the end of the second year. Subsequent three (3) year contracts shall be renewed unless the employee is given notice of non-renewal before the end of their second year. In the second year of each subsequent three (3) year contract, the Lecturer I/Professor of Practice I shall submit an application for renewal. The first part of the review process in Article 5.9 shall be followed. If including the Dean's recommendation all recommendations have been positive, the lecturer shall be renewed without additional consideration. If any of the recommendations at or before this level are negative, the application proceeds to the McNichols Tenure and Promotion Committee and continues with the same process in Article 5.9.

(b) **Lecturer II/Professor of Practice II**: Application for promotion to the rank of Lecturer II/Professor of Practice II follows the same procedure as specified in Article 5.9. Lecturer II/Professor of Practice II faculty shall be offered a 3 year contract, renewable at the end of the second year of the contract. This contract will be renewed for another 3 years unless the Lecturer II/Professor of Practice II is given notice by the end of the

second year of the contract. In the second year of each subsequent 3 year contract the Lecturer shall submit an application for renewal. The first part of the review process in Article 5.9 shall be followed. If including the Dean's recommendation all recommendations have been positive, the lecturer shall be renewed without additional consideration. If any of the recommendations at or before this level are negative, the application proceeds to the McNichols Tenure and Promotion Committee and continues with the same process in Article 5.9.

(c) **Retrenchment:** No Review shall take place if the position is discontinued as a result of program review. Notice of termination must be given before the start of the last year of the Lecturer's contract. This discontinuation may occur if the faculty line is eliminated, or if it is converted to a tenure-track position. The Employee shall be entitled to all the rights of laid off employees described in Article VII below.

(d) **Senior Lecturer/Senior Professor of Practice:** Two pathways for promotion to Senior Lecturer exist. (1) A member may apply from the rank of Lecturer I (see Article 5.5(e)). (2) A member may apply from the rank of Lecturer II, in which case the member must have completed six years in rank as Lecturer II (see Article 5.5(e)). Application for promotion to the rank of Senior Lecturer follows the same procedure as specified in Article 5.9. Upon such promotion the lecturer shall be offered a 5 year contract. This contract will automatically be renewed for another 5 years unless the Senior Lecturer is given notice by the end of the fourth year. A review will take place in that year, following the same procedures as in Article 5.13(b) above.

Initial hires made at the Senior Lecturer rank shall be for 3 years, with subsequent contracts being 5 years. The first review shall take place in the second year and shall follow the procedures in Article 5.13(b) above.

(e) Should a current Lecturer be hired into a tenure-track position as a result of a full search, up to three years of service as Lecturer may be credited toward tenure. Faculty credited with three years prior service and hired with a start date between May 15th and August 16th will submit their mid-tenure review dossier per 5.8(b) within 10 working days of their start date.

Renewable Contracts for Clinical Instructors [5.14 (a) – (b)]

A Clinical Instructor is a full-time non-tenure, clinical faculty position. Clinical Instructor positions cannot replace full-time tenure/clinical-track positions. A Clinical Instructor is not eligible for tenure. The primary role of Clinical Instructors is the supervision of students and provision of clinical teaching in collaborating agencies.

(a) Any Clinical Instructor contracts subsequent to the probationary period shall be for a period of 3 years, renewable at the end of the second year. Subsequent 3-year contracts shall be renewed unless the employee is given notice of non-renewal before the end of their second year. In the second year of each subsequent 3 year contract the Clinical Instructor shall submit an application for renewal. The first part of the process in Article 5.9 shall be followed. If, after the Dean's recommendation, all recommendations have been positive, the Clinical Instructor shall be renewed without additional consideration. If any of the recommendations at or before this level are

negative, the application proceeds to the McNichols Tenure and Promotion Committee and continues with the same process in Article 5.9.

(b) Retrenchment**:** No Review shall take place if the position is discontinued as a result of program review. Notice of termination must be given before the start of the last year of the Clinical Instructor's contract. This discontinuation may occur if the faculty line is eliminated, or if it is converted to a tenure-track position. The Employee shall be entitled to all the rights of laid off employees described in Article VII below.

APPENDICES

Appendix A: Dossier Checklist
Appendix B: Transmittal Form for Tenure and Promotion Application
Appendix C: Confidentiality Agreement Form
Appendix D: McNichol's Tenure and Promotion Committee Guidelines

UNIVERSITY OF DETROIT MERCY
Build A Boundless Future

	CANDIDATE DOSSIER CHECKLIST
	BEFORE SUBMITTING YOUR DOSSIER, REVIEW AND COMPLETE THIS CHECKLIST. FOR ITEMS WHICH DO NOT APPLY TO YOUR CANDIDACY, WRITE "NA."
	REVIEW OF PERTINENT DOCUMENTS
	Candidate has reviewed, understood, and followed "Tenure and Promotion at the University of Detroit Mercy: A Handbook for Candidates and Evaluators."
	Candidate has reviewed, understood, and followed the sections of the Bargaining Agreement which apply to tenure and promotion.
	FORMAT REQUIREMENTS if using 3-Ring Binder(s) Submission
	Candidate's materials are placed in 3-ring binder(s) no more than 3 inches thick.
	Candidate's name is identified on the front and side of each binder.
	If using more than one binder, the binders are numbered in a series on the fronts and sides of the binders.
	A clear and concise Table of Contents is included.
	All pages, except Appendices, are numbered consecutively.
	Candidate has completed the applicable sections of the Tenure and/or Promotion Decisions Transmittal Form; signed the Form; and included it in front of the Table of Contents.
	FORMAT REQUIREMENTS if using Electronic Submission
	Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to upload your files (see instructions for online submission posted on the Academic Affairs website under the P&T tab).
	Your main folder will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service)
	The Candidate Overview folder will contain the Probationary form or P&T Transmittal Form, a table of contents, curriculum vitae, all annual reports, letters of support, awards and honors, and any additional information to be considered.
	The Teaching folder will contain your teaching statement, course syllabi, sample teaching materials and course assessments, any peer teaching assessments/evaluations, all student course evaluations, and a reflective summary of course evaluations.
	The Research & Scholarly Activity folder will contain your scholarship statement, external evaluators' letters, copies of publications and/or scholarly works appropriate to your discipline, copies of grant abstracts, and grant award letters.
	The Service folder will contain your service statement and various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.

	CANDIDATE DOSSIER CHECKLIST - continued
	DOSSIER CONTENT
	Section I: Candidate Overview
	Probationary Form or P&T Transmittal Form
	Table of Contents
	Curriculum Vitae
	Annual Reports
	Letters of Support
	Awards and Honors
	Additional Information Statement (optional)
	Section II: Teaching
	Teaching Statement
	Course Syllabi
	Sample Teaching Materials and Course Assessments
	Any Peer Teaching Assessments/Evaluations
	All Student Course Evaluations
	Section III: Research and Scholarly Activity
	Scholarship Statement
	Copies of Publications and Scholarly Work
	External Evaluator' Letters
	Section IV: Service
	Service Statement
	Evidence of Service Accomplishments

UNIVERSITY OF DETROIT MERCY
Build A Boundless Future

Dossier Transmittal Form
Tenure[1], Promotion[2], Continuous Employment, or Contract Renewal

Name:	enter text here	Terminal Degree(s):	enter text here
Department/Division:	enter text here	College/School/Unit:	enter text here
Initial Rank:	enter text here	Date of Initial Rank:	enter date as MM/DD/YYYY
Current Rank:	enter text here	Years Granted on Tenure Clock at Hire:	enter # of years
Promotion Requested	enter yes or no	Date of Last Promotion:	enter date as MM/DD/YYYY
Tenure Requested:	enter yes or no	Pause in Tenure Clock	enter # of approved years
Continuous Employment Requested:	enter yes or no	Proposed Rank:	enter text here
Contract Renewal:	enter yes or no		

Recommendations

	Tenure[1] Continuous Employment or Contract Renewal	Promotion[2]	Signature	Date
Department Committee	☐ Yes ☐ No	enter yes or no		
Department Chair	☐ Yes ☐ No	enter yes or no		
College/School/Unit Committee	☐ Yes ☐ No	enter yes or no		
Dean	☐ Yes ☐ No	enter yes or no		
University Committee	☐ Yes ☐ No	enter yes or no		

[1] The term "tenure" is used as a shorthand in this document. For tenure-track faculty, it refers to tenure (with simultaneous promotion to rank of Associate Professor); for clinical-track faculty, it refers to continuous employment (with simultaneous promotion to rank of Associate Professor); for lecturers and clinical instructors, it refers to post-probationary multi-year contracts.

[2] For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For lecturers, promotion shall be to the rank of senior lecturer.

UNIVERSITY OF DETROIT MERCY
Build A Boundless Future

CONFIDENTIALITY AGREEMENT
FOR DOSSIER REVIEW
Link to Online Confidentiality Agreement: https://forms.office.com/r/iG5FhZixJ5

Faculty, Deans, Administrators, and Staff,

In my role as a reviewer of faculty dossiers or dossier submission facilitator at University of Detroit Mercy (Detroit Mercy), I understand that I may have access to confidential information regarding individual faculty comments and votes related to probationary reviews, tenure, and promotion deliberations for faculty candidates. This access to confidential information includes, but is not limited to, personnel discussions and voting during committee meetings.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to such information:

- I will use my authorized access to information (whether oral, written or electronic) only in the performance of the responsibilities as a department/discipline member, department chair/program director, P&T Committee Member, Dean, or Dean's Administrative Assistant.
- I will avoid disclosure of information to unauthorized persons except as permitted under applicable University policy and/or Federal or State law.
- I understand and agree that my obligation to avoid such disclosure will continue even if and after I leave the employment of Detroit Mercy.
- I will exercise care to protect information against accidental or unauthorized access, modifications, disclosures, or destruction.
- When discussing information with other department/discipline/committee members, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.
- I will promptly report to the appropriate administrator or the Provost and Vice President for Academic Affairs if I become aware that others have broken the confidentiality covered by this Agreement.
- I understand that any violation of this Agreement or other University policies related to the appropriate release or disclosure of information may result in one or more sanctions including immediate termination of my access to that information, removal from membership on the Committee, and/or disciplinary action as deemed appropriate by the appropriate administrator.
- I confirm that I have read and understand the dossier review and dossier submission terms stated above.

1.Please type your name to serve as your electronic signature.

Enter your answer

2. Date.

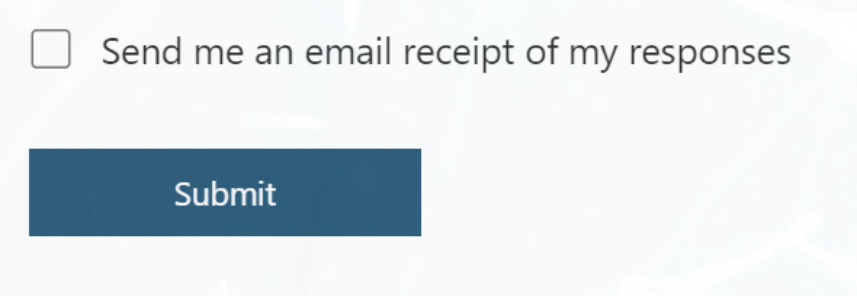
Please input date (MM/DD/YYY)

3.College, School, or Unit

Select your Answer

4.Role

Select your Answer



UNIVERSITY OF DETROIT MERCY
Build A Boundless Future

Guidelines for McNichols Tenure and Promotion Committee

Membership

Membership[1] is defined in the DETROIT MERCY/UDMPU 2021-2026 Agreement: Article V, Section 5.9e (iii).

a. Tenured faculty, continuously employed clinical-track faculty members/library faculty members shall be elected by the faculty of each of the respective academic units. The number of the members from each academic unit to be elected to the tenure and promotion committee shall be computed as follows: one for every thirty (30) faculty members (or library faculty) or fraction thereof, e.g. 1-30, 1 elected; 31-60, 2 elected; 61-90, 3 elected and provided, however, that a faculty member/library faculty member being considered for tenure/continuous employment/renewable contracts or promotion shall be ineligible to serve on this committee. In addition, no faculty member/library faculty member may serve on the academic unit Tenure and Promotion Committee and the McNichols Tenure and Promotion Committee concurrently.

b. The members shall be elected for staggered three (3) year (October 15 to October 14) terms.

c. The committee shall elect a chairperson from the membership by a majority vote each year to serve a one (1) year term.

d. The Committee shall file a final report with the Provost and Vice President for Academic Affairs.

e. The committee, in consultation with the Provost and Vice President for Academic Affairs, shall call its own meetings and establish its own operating rules.

f. All committee members shall sign confidentiality agreements.

[1] Current membership is nine members: CES (2), CBA (1), CHP/MSON (2), CLAE (2), SOA (1), Library (1)

Guidelines for McNichols T&P Committee - continued

Convening the Committee

The Provost/Vice President for Academic Affairs (VPAA) provides the past chair with a roster of members, start and end dates of their terms and contact information as per college/school/library elections by October 30.

1. The first meeting of the McNichols Tenure and Promotion Committee should be convened by the immediate past chair no later than November 24th. The committee will then elect a Chairperson for a term of one year, October 16 - October 15. The Chairperson's name will be forwarded to the Provost/VPAA in writing by the elected chair.

2. The Committee will review and update operational procedures (e.g., frequency of meetings, times, location) as well as review periods and dates of formal meetings for candidate discussion and voting.

Roles and Responsibilities

- All Committee members must maintain confidentiality during the review process and following the completion of the process.
- A confidentiality form will be distributed at the first meeting convened by the Provost/VPAA.
- Each member is expected to carefully and thoughtfully review the submitted materials.
- Each member sits as a member of the McNichols Tenure and Promotion Committee. Personal knowledge and/or bias concerning any candidate should not influence the member's contribution, discussion or vote.
- If a member feels they cannot objectively review and/or discuss a candidate, they should recuse themselves from the meeting and the vote.
- Any materials forwarded to the Committee that are not part of the submitted dossier should not be considered, e.g., unsolicited letters, emails, telephone calls or other forms of contact.
- Before making a final decision, the Provost/VPAA will meet with the Committee to discuss the decision and gain insights concerning disputed decisions.

Guidelines for McNichols T&P Committee - continued

Research Leaves

1. The Committee will consider applications for Paid and Unpaid research leaves as the first order of business. Applications will be submitted to the McNichols Tenure and Promotion Committee through the Office of the Provost and Vice President for Academic Affairs by November 21.

2. Applications for Paid and Unpaid Research Leaves will be made available electronically for committee review. The Chairperson will call for a formal vote on research leave applications when there is a quorum (majority) of elected committee members available to vote. The chairperson will submit a formal tabulation of the voting results to the Provost/VPAA by January 2nd.

Tenure, Promotion, and Continuous Employment

1. The Office of the Provost/VPAA will provide the chairperson with a list of applications for Tenure and Promotion to consider for the academic year by January 15. The list will include date of hire, last promotion date, probationary year if applicable, and date of tenure if applicable, present rank/discipline, nature of application (promotion and tenure or continuous employment), and approvals or denials by previous levels of evaluation, including department/discipline, chair, college/school/library committee and dean. This form will be available to all committee members at the time of formal dossier review.

2. The Office of Academic Affairs will identify a location for members to review all applicant dossiers and related materials. **To maintain confidentiality, all applicant dossiers and related materials must remain in the Office of the Provost/VPAA**. Review may occur in between formal committee meetings as arranged with the Office of the Provost/VPAA.

3. The committee will reconvene no later than February 24 to begin to consider applications for promotion and tenure.

4. Meetings will be held as agreed upon in the conference room of the fifth floor of the Fisher Administration Center or comparable location depending on availability.

5. Applicants and their submitted dossiers will be discussed at meetings and a formal vote will be taken when agreed to by the majority of the committee. Results of the Committee vote will be tabulated by the Chair at each meeting. When voting is completed, a letter will be drafted to the Provost/VPAA, outlining the salient points of the application and the results of the vote by the committee. This report and recommendation will be completed no later than March 1.