Professional Development Council makes a general faculty announcement regarding promotion/tenure process and timelines. Promotion/Tenure materials must be requested in writing from the Dean’s office.

The Dean will send a notice to the faculty to submit a letter of intention to apply for promotion and/or tenure.

Individual faculty member meets with a member of the Professional Development Council and Associate Dean/Department Chair to discuss promotion/tenure application process.

Individual faculty member submits Letter of Intent Form to seek promotion and/or tenure to the Chair of Professional Development Council. Faculty member may meet with Professional Development Council member to review preparation and development of their dossier.

Individual faculty member supplies the following data to the Professional Development Council via electronic dossier: (If materials are not organized in this manner, they will be returned to the applicant.)

Dossier contains the following categories:

- Dean, Associate Dean(s)/Departmental Chair(s), or Regional Dean Assessments (collated dossier)
- Faculty and Professional Development Council Assessments (collated dossier)
- Summary Form (designated areas only)
- Current Curriculum Vitae
- Application Form for Promotion or Tenure
- Individual Analysis Form – List criteria being addressed in a bulleted format, and list the associated location(s) of exemplar documents for each criterion in a bulleted format.
- Supporting materials:
  1. Letters of support should which specifically address the designated criteria for the faculty rank using a bulleted format.
  2. Only one (1) stellar example of evidence for each criteria should be provided within (no more than three years old)
  3. Summary letter of annual evaluations during assessment period (since last promotion or since appointment).
  4. Only one (1) stellar example of course syllabi or presentations created or creative teaching methodology
  5. One example of student handwritten notes, emails, or other papers.
  6. One example of a scholarly product in accordance with the rank for which you are applying.
  7. One example of a stellar course evaluation and a summary graph of course evaluations for the assessment period (a maximum of 6 course evaluations summaries)
Note: Applicants will include data in categories d. through g. Categories a through c will be used to compile data after dossier has been submitted and reviewed.

September 1-15
Professional Development Council member (designated by the council), Director of Faculty Support, and SON IT staff will create and confirm electronic connections between faculty eligibility to vote and faculty seeking promotion and tenure.

September 15-30
Faculty at the rank or higher rank being sought will review and vote on whether criteria for rank or tenure have been met. The written Peer Review documents will be incorporated into the candidate’s dossier. (See individual Faculty Recommendations Form) Members of the Professional Development Council do not vote on whether criteria have been met at this time.

October 1-31
1. Professional Development Council summarizes ballots and comments; Associate Dean, Associate Dean/Department Chairs review and recommendations.
2. The Chair of Professional Development Council shall schedule a meeting to review dossiers.
3. The Chair shall complete a summative document detailing the Professional Development Council’s votes, comments, and recommendation to the Dean electronically. (Professional Development Council members applying for promotion or tenure are excluded from discussion and vote concerning his/her dossier) (See Professional Development Council Summary Form)

November 1-30
Dean or representative reviews the collated dossiers and completes a written recommendation to the President of the Health Sciences Center.

December 1
Signature Routing Page (hard copy) and electronic materials to President of Health Sciences Center.

December 4 – 28
Review by President, Health Sciences Center.

February - March
Review and decision by Board of Regents.

Spring
1. Dean shares Board of Regent’s decision with the faculty applicant and Professional Development Council via email or letter.
2. The electronic, collated dossier, with final recommendations is stored in the Dean’s office.
3. Senior Director of Faculty Support updates individual faculty promotion and tenure file, and any other relevant information concerning the promotion and tenure process.