

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Rank and Promotion

**NUMBER:** 4:11

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### **A. PURPOSE**

1. To outline the rank and promotion expectations for the professorial, lecturer, research, librarian, and professor of practice faculty ranks.

### **B. DEFINITIONS**

See Section C.1

### **C. POLICY**

#### **1. Academically Related Position Titles**

- 1.1. The following titles shall have the meanings indicated for persons employed by the Board of Regents. They are used for the purposes specified and do not denote membership in the general faculty unless so designated by the President in accordance with established policy.
- 1.2. Lecturer rank designates any of a series of ranks, comprising instructor, lecturer and senior lecturer, in which faculty members assume undergraduate and/or graduate (if approved as graduate faculty) instructional activities and serve on term contracts.
- 1.3. Visiting Professor (Assoc. Prof., etc.) is a title given to a person holding the specified rank at another institution, and who is on temporary visiting status, or whose research, creative activities, or professional achievement make a visiting appointment appropriate.
- 1.4. Adjunct Professor (Assoc. Prof., etc.) is a title given to a person whose primary employment is outside of the institution but who is given a courtesy appointment with or without a specific teaching/research assignment.
- 1.5. Research Professor (Assoc. Prof., etc.) is a title which is given to a person who is assigned to an externally funded research center or assigned to an externally funded position in the School of Medicine.
- 1.6. Professor of Practice (Assoc. Prof., etc.) ranks designate any series of non-tenurable ranks in which the faculty member integrates academic scholarship with significant practical experience in a specific field. Professor of Practice faculty contribute to and supplement traditional academic faculty roles through their practical application of their professional experience. The goal is to provide students and faculty with an

understanding of the practical applications of a field of study. Faculty in this rank may be assigned teaching (including graduate students if approved as graduate faculty), advising, service and research responsibilities as directly related to their expertise and experience.

- 1.7. Coach is a title given to a person assigned primarily to coaching duties in intercollegiate or intramural athletics and sports. Academic assignment may be denoted by an additional title and a percentage of load which may permit the individual to become eligible for tenure consideration.
- 1.8. Teaching Assistant or Associate or Research Assistant (includes Laboratory Assistant and Clinical Assistant) is a title given to enrolled graduate students who are assigned responsibilities in teaching, research, and/or laboratory supervision on a limited or part-time basis. The assistant carries a reduced course load based on work assignment.
- 1.9. Research Associate is a title given to full-time or part-time exempt staff members who have high level research skills and who are employed for specific responsibilities in research or specialized technical activities.
- 1.10. Postdoctoral Research Associates are individuals with recently granted degrees of doctor of philosophy or medical doctor, or the equivalent. Postdoctoral Fellows may also be unpaid visitors.
- 1.11. Health Science Clinical Series includes faculty (see Professorial Rank) whose predominant responsibilities are in clinical teaching, advising, engaging in scholarly and evidence based practice, and who hold compensated or non-compensated positions within the School of Medicine, School of Dentistry, School of Health Sciences or an affiliated or associated hospital or other healthcare facility.
- 1.12. “Librarian Rank” designates any of a series of ranks, comprising assistant librarian, associate librarian and librarian, in which faculty members assume responsibility for library programs or functions supporting instruction or research and serve on term contracts.
- 1.13. “Professorial Rank” designates any of a series of ranks, comprising assistant professor, associate professor and professor, in which faculty members assume traditional faculty roles embracing teaching, research and service and may serve on term, tenure track or, at the associate professor and professor ranks, tenure contracts.

## **2. Rank Qualification for Employment and Promotion for Higher Education Institutions**

The rank qualifications which are set forth below are minimums for consideration for employment and promotion. All reference to teaching, service or research experience in rank qualifications listed below shall mean full-time academic year appointments. Where part-time experience is to be recognized, it will be recognized on a pro-rata basis. For the purposes of this Chapter, one year of full-time successful service with the Agricultural Cooperative Extension Service is equivalent to one year of successful college teaching or research experience.

- 2.1. All faculty appointments shall be assigned to one of the following ranks: Professorial, Research, Lecturer, Librarian, or Professor of Practice. Institutions make these designations subject to the approval of the Board of Regents.

- 2.2. Each institution assigns faculty to ranks depending on the requirements of the appointment, the needs of the institution, and in compliance with other Board of Regents policies.
- 2.3. Each institution shall establish well-defined policies, procedures, and documentation to evaluate and approve such transitions to the Professor of Practice ranks. These processes shall comply with Higher Learning Commission requirements for tested experience for faculty qualifications, including but not limited to documenting the breadth and depth of experience outside of the classroom in real-world situations relevant to the faculty member's discipline.

### **3. Professorial Rank**

#### **3.1. Minimum Rank Qualifications**

##### **3.1.1. Assistant Professor: (Non-Tenurable)**

For faculty members who report for service on or before June 30, 2012, the minimum rank qualifications for the rank of assistant professor are:

- 3.1.1.1. Earned master's plus thirty (30) additional semester hours of graduate credit in fields related to assigned responsibilities and three (3) years of successful college teaching, service or research experience in appropriate fields (or appropriate equivalent experience); or
- 3.1.1.2. Earned doctorate or a post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline at the institution; and
- 3.1.1.3. Evidence of scholarship consistent with institutional standards implementing BOR Policy No. 4:38 for professorial ranks.

##### **3.1.2. Assistant Professor: (Tenure Track)**

For faculty members who report for service on or after July 1, 2012, the minimum rank qualifications for the rank of assistant professor are:

- 3.1.2.1. Earned doctorate or a postgraduate degree, other than a doctorate, recognized by the Board as a permitted terminal degree for the faculty members' discipline at the institution;
- 3.1.2.2. Completion of all requirements for a doctoral degree except for the successful defense of the dissertation; provided that a person assigned the rank of assistant professor under this subsection pending completion of the dissertation, is not eligible for a tenure track appointment, may be offered a term contract at the rank for no more than two (2) successive years, and may not be reappointed at that rank if the doctoral degree has not been granted by the end of the second academic year; and
- 3.1.2.3. Evidence of scholarship consistent with institutional standards implementing Board Policy No. 4:38 for professorial ranks.

**3.1.3. Associate Professor: (Tenurable)**

**3.1.3.1. Either,**

**3.1.3.1.1.** Earned doctorate and six (6) years of successful tenure track or postdoctoral college teaching, service or research experience in appropriate fields (or appropriate equivalent experience); or

**3.1.3.1.2.** A post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline, and six (6) years of successful tenure track or post-degree college teaching, service or research experience in appropriate fields (or appropriate equivalent experience).

**3.1.3.2.** Evidence of external recognition for scholarly accomplishment consistent with institutional standards implementing Board Policy No. 4:38 for professorial ranks; and

**3.1.3.3.** Tenure at the institution or, for persons appointed to the rank of associate professor at the time of hire, tenure at a prior institution.

**3.1.4. Professor: (Tenurable)**

**3.1.4.1. Either,**

**3.1.4.1.1.** Earned doctorate and ten (10) years of successful tenure track or postdoctoral college teaching, service or research experience in appropriate fields (or appropriate equivalent experience); or

**3.1.4.1.2.** A post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline, and ten (10) years of successful tenure track or post-degree college teaching or research experience in appropriate fields (or appropriate equivalent experience).

**3.1.4.2.** Evidence of external recognition for ongoing scholarly accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for professorial ranks; and

**3.1.4.3.** Tenure at the institution or, for persons appointed to the rank of professor at the time of hire, tenure at a prior institution.

**3.2. Minimum Promotion Eligibility Criteria**

In addition to the minimum rank qualifications for employment and promotion state in this section the minimum eligibility criteria for promotion in professorial rank shall be:

**3.2.1. Assistant Professor to Associate Professor (Academic):**

There are no time-in-rank or length-of-service requirements for promotion to the rank of associate professor; this rank is assigned upon the grant of tenure.

**3.2.2. Associate Professor to Professor (Academic):**

Five (5) years in rank at the institution; tenure; high level of performance in the areas of responsibilities commensurate with promotion to the rank of professor.

All references to years in rank herein are to full-time academic year appointments or to their equivalents. Faculty members become eligible to apply for promotion during the year in which their length of service will meet the stated requirements. Faculty members serving in library positions on tenure or tenure track appointments who, on or before August 30, 2012, elect to retain professorial rank, will accrue years of service under the standard rules. Faculty members whose appointment is split between professorial and librarian ranks will accrue years of service in proportion to the percent of their appointment assigned to professorial duties.

The Board may, at its discretion and upon the recommendation of the administration of the institution, reduce the number of years of service required for eligibility for promotion; provided that prior service credit may not be requested in conjunction with an application for promotion. The grant of prior service credit for purposes of promotion will not thereby reduce the tenure track service requirements.

**4. Research Ranks**

**4.1. Minimum Rank Qualifications**

**4.1.1. Assistant Research Professor:**

**4.1.1.1.** An earned terminal degree.

**4.1.2. Associate Research Professor: (Eligible for continuing appointment)**

**4.1.2.1.** Earned terminal degree and six (6) years of successful research experience in appropriate fields (or appropriate equivalent experience); and

**4.1.2.2.** Evidence of external recognition for ongoing scholarly accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the professorial ranks.

**4.1.3. Research Professor: (Eligible for continuing appointment)**

**4.1.3.1.** Earned terminal degree and ten (10) years of successful research experience in appropriate fields (or appropriate equivalent experience); and

**4.1.3.2.** Evidence of external recognition for ongoing scholarly accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the professorial ranks; and

## **4.2. Minimum Promotion Eligibility Criteria**

### **4.2.1. Assistant Research to Associate Research Professor:**

Four (4) years in rank at the institution prior to going up for promotion; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Associate Research Professor.

### **4.2.2. Associate Research Professor to Research Professor:**

Five (5) years in rank at the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Research Professor.

All reference to years in rank herein shall mean full-time academic year appointments, or their equivalents, for the regular faculty ranks and full calendar years, or their equivalents, for research ranks. Where part-time experience is to be recognized, it shall be recognized on a pro-rata basis.

In addition to the minimum promotion eligibility criteria set forth in this section, to be awarded promotion in rank, faculty members must meet institutional performance standards for persons holding the instructional rank sought. Applicants for promotion in research ranks must document research achievement and productivity comparable to the highest research standards observed nationwide.

## **5. Lecturer Rank**

The rank qualifications which are set forth below are minimums for employment. All references to teaching experience in rank qualifications listed below are to full-time academic year appointments or to their equivalents. Where part-time experience is to be recognized, it will be recognized on a pro-rata basis. For purposes of this article, one (1) year of full-time successful service with the Agricultural Cooperative Extension Service is equivalent to one (1) year of successful college teaching or research experience.

### **5.1. Minimum Rank Qualifications**

#### **5.1.1. Instructor:**

Earned master's; or other degrees or qualifications recognized under academic program or discipline accreditation standards.

#### **5.1.2. Lecturer:**

Earned doctorate or other graduate degree recognized by the Board as a permitted terminal degree for the faculty members' discipline at the institution; and

Evidence of ongoing accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the lecturer ranks.

**5.1.3. Senior Lecturer:**

Earned doctorate or other graduate degree recognized by the Board as a permitted terminal degree for the faculty members' discipline at the institution and six (6) years of successful teaching at the university level; and

Evidence of for ongoing accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the lecturer ranks.

**5.2. Minimum Promotion Eligibility Criteria**

In addition to the minimum rank qualifications for employment stated in this subsection, the minimum eligibility criteria for change in rank will be:

**5.2.1. Instructor to Lecturer:**

Three (3) years in rank at the institution before submitting materials; performance of assigned responsibilities commensurate with expectations for lecturers.

**5.2.2. Lecturer to Senior Lecturer:**

Five (5) years in rank at the institution; performance of assigned responsibilities commensurate with expectations for senior lecturers.

All references to years in rank herein are to full-time academic year appointments or to their equivalents. Faculty members become eligible to apply for change in rank during the year in which their length of service will meet the stated requirements.

The Board may, at its discretion and upon the recommendation of the administration of the institution, reduce the number of years of service required for eligibility for change in rank; provided that prior service credit may not be requested in conjunction with an application for change in rank.

**6. Librarian Rank**

**6.1. Minimum Rank Qualifications**

The rank qualifications which are set forth below are minimums for employment. All references to teaching experience in rank qualifications listed below are to full-time academic year appointments or to their equivalents. Where part-time experience is to be recognized, it will be recognized on a pro-rata basis.

**6.1.1. Assistant Librarian:**

**6.1.1.1.** Master's degree in library or information science from a program accredited by the American Library Association; or

**6.1.1.2.** Other degrees or qualifications recognized under academic program or discipline accreditation standards.

**6.1.2. Associate Librarian:**

- 6.1.2.1.** Master's, specialist or doctoral degree in addition to the master's degree in library or information science; and
- 6.1.2.2.** Ten (10) years of experience as a professional librarian or three (3) years in rank as an Assistant Librarian at the institution.
- 6.1.2.3.** Evidence of external recognition for ongoing accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the librarian ranks.

**6.1.3. Librarian:**

- 6.1.3.1.** Master's, specialist or doctoral degree in addition to the master's degree in library or information science; and
- 6.1.3.2.** Fifteen (15) years of experience as a professional librarian or five (5) years in rank as an associate librarian at the institution.
- 6.1.3.3.** Evidence of external recognition for ongoing accomplishment and leadership consistent with institutional standards implementing Board Policy No. 4:38 for the librarian ranks.

**6.2. Minimum Promotion Eligibility Criteria**

In addition to the minimum rank qualifications for employment in this subsection, the minimum eligibility criteria for change in rank will be:

**6.2.1. Assistant Librarian to Associate Librarian:**

Three (3) years in rank at the institution; performance of assigned responsibilities that meet or exceed expectations for associate librarians.

**6.2.2. Associate Librarian to Librarian:**

Five (5) years in rank at the institution; performance of assigned responsibilities that meet or exceed expectations for librarians.

All reference to years in rank herein are to full-time, twelve month appointments or to their equivalents. Faculty members become eligible to apply for change in rank during the year in which their length of service will meet the stated requirements.

The Board may, at its discretion and upon the recommendation of the administration of the institution, reduce the number of years of service required for eligibility for change in rank; provided that prior service credit may not be requested in conjunction with an application for change in rank.

**7. Professor of Practice Rank**

The Professor of Practice Series is intended for distinguished and eminent professionals, either practicing or retired, who contribute to the South Dakota Board of Regents by either teaching, contributing to the research and scholarly mission of the university and/or by providing service through their practical professional experience.



The rank qualifications which are set forth below are minimums for employment. All references to teaching experience in rank qualifications listed below are to full-time academic year appointments or to their equivalents. Where part-time experience is to be recognized, it will be recognized on a pro-rata basis. For purposes of this article, one (1) year of full-time successful service with the Agricultural Cooperative Extension Service is equivalent to one (1) year of successful college teaching or research experience.

#### **7.1. Appointment to the Professor of Practice Series**

This series is designed for the lecturer series and the research associate series that are non-tenurable.

Current employed faculty who desire to request a transfer to this appointment series can only request a one-time transfer and will go through the proper protocols for the appointment within their university.

Professor of Practice faculty cannot be eligible for tenure.

Faculty applying for a lateral transfer must adhere to the following:

- Instructors may be eligible to the Assistant Professor of Practice Rank,
- Lecturers and Research Associates may be eligible to the Associate Professor of Practice Rank, and
- Senior Lecturers may be eligible to the Professor of Practice Rank.

#### **7.2. Minimum Rank Qualifications**

##### **7.2.1. Assistant Professor of Practice:**

Earned doctorate or other graduate degree recognized by the Board as a permitted terminal degree for the faculty member's discipline at the institution, or significant professional experience in the discipline that aligns with Higher Learning Commission guidelines for teaching at the undergraduate or graduate level.

##### **7.2.2. Associate Professor of Practice:**

Earned doctorate or other graduate degree recognized by the Board as a permitted terminal degree for the faculty member's discipline at the institution, or significant professional experience in the discipline that aligns with Higher Learning Commission guidelines for teaching at the undergraduate or graduate level.

##### **7.2.3. Professor of Practice:**

Earned doctorate or other graduate degree recognized by the Board as a permitted terminal degree for the faculty member's discipline at the institution, or significant professional experience in the discipline that aligns with Higher Learning Commission guidelines for teaching at the undergraduate or graduate level; and significant professional experience and accomplishments relevant to the field, including but not limited to senior

positions in industry, government, or professional organizations, and awards and recognition received.

### **7.3. Minimum Promotion Eligibility Criteria**

In addition to the minimum rank qualifications for employment stated in this subsection, the minimum eligibility criteria for change in rank will be:

#### **7.3.1. Assistant Professor of Practice to Associate Professor of Practice:**

Three (3) years in rank at the institution before submitting materials; performance of assigned responsibilities commensurate with expectations for Associate Professor of Practice.

In addition to years in rank, the following is a list that may be used as evidence of success and qualify the candidate for promotion.

**7.3.1.1.** A faculty member will contribute to the organization through their cooperation and collaboration,

**7.3.1.2.** Instructional activities may include: teaching, workshops, seminars, or training to improve teaching techniques, activities in course development, advising, and providing enhanced educational opportunities,

**7.3.1.3.** Service to the discipline or other indicators that support and strengthen the university, and

**7.3.1.4.** Collaborative and/or independent publications, collaborative research, project management, or other creative activities.

#### **7.3.2. Associate Professor of Practice to Professor of Practice:**

Five (5) years in rank at the institution; performance of assigned responsibilities commensurate with expectations for Professor Practices; and the indicators identified in 7.3.1.1-7.3.1.4.

All references to years in rank herein are to full-time academic year appointments or to their equivalents. Faculty members become eligible to apply for change in rank during the year in which their length of service will meet the stated requirements.

The Board may, at its discretion and upon the recommendation of the administration of the institution, reduce the number of years of service required for eligibility for change in rank; provided that prior service credit may not be requested in conjunction with an application for change in rank.

## **8. Exceptions**

Upon the recommendation of the institutional President, the Board may grant exceptions to the minimum rank qualifications or the promotion eligibility criteria relating to the minimum number of years in rank at the institution or both. The Board shall consider for promotion under this section only those faculty members who, in the judgment of the Board, have demonstrated that their level of performance and/or professional qualifications are notably excellent and sufficient to offset the lack of a required degree or years in rank.

## **9. Use of Faculty Committee**

The work and recommendations of promotion and tenure committees apply only to tenure-track faculty in the professorial ranks. The work and recommendations of promotion and continuing appointment review committees apply only to research faculty. Promotion and continuing appointment of faculty in lecturer, librarian, and professor of practice ranks is governed by administrative procedures established by each institution in compliance with Board policy.

## **10. Promotion and Tenure Committee Formulation**

**10.1.** The institutional promotion and tenure committee will consist of elected members of the faculty and members of the administration. The composition of the committee shall be: fifty percent (50%) faculty members; fifty percent (50%) administrative appointees. Each President shall determine the total number of members for the institutional promotion and tenure committee at each institution and inform the faculty senate of the total number of members.

**10.1.1.** The faculty representatives on the institutional promotion and tenure committee will be elected by the faculty as soon as practicable after the commencement of school activities in the fall. Membership terms will be for three (3) years.

**10.1.2.** Vacancies shall be filled according to procedures established for the original appointment. Only tenured faculty members will be eligible for election to the institutional promotion and tenure committee. Election procedures must provide all eligible faculty members who are still employed at the institution at the time of election, with equal opportunities to nominate candidates for committee membership, be nominated for committee membership, and to elect committee members. Alternates should be selected in the same manner. Faculty members, who themselves are to be considered for promotion or tenure, are not eligible for membership on the promotion and tenure committee during the academic year in which their promotion or tenure is being considered.

**10.2.** Administrative appointees shall be appointed by the president or the president's designee.

**10.3.** There shall be, in addition to the institutional promotion and tenure committees at USD and SDSU, college or school promotion and tenure committees as the case may be. At all institutions, departments or other appropriate administrative units may petition the president for the creation of a promotion and tenure committee for the respective department or unit. If approved, the president shall determine the membership consistent with the ratio and constituency heretofore established for the institutional promotion and tenure committee.

**10.4.** Each promotion and tenure committee shall be given institutional guidelines to be utilized in promotion and tenure recommendations.

**10.5.** The integrity of the promotion and tenure review process requires not only that it be fair, but also that it be regarded as fair. Therefore, individual committee members

will recuse themselves whenever their ability to make a disinterested judgment might reasonably be called into question.

- 10.6.** Faculty members, who themselves are to be considered for promotion or tenure, are not eligible for membership on the promotion and tenure committee during the academic year in which their promotion or tenure is being considered. If such a faculty member is denied promotion or tenure, the individual's term on the committee will be deemed to have expired. Faculty members who have been denied promotion may serve on the promotion and tenure committee if elected in an election held no sooner than one (1) academic year following the year in which the denial occurred.
- 10.7.** Colleges, school, departments or other appropriate administrative units that have sufficient numbers of tenured faculty to form a committee may petition the president for the creation of a promotion and tenure committee for the respective college, school, department or unit. If approved, the president will determine the membership consistent with the ratio and constituency heretofore established for the institutional promotion and tenure committee. Tenured faculty members will be elected to college or school, department or other appropriate administrative unit promotion and tenure committees using the same procedures used to elect tenured faculty members to the institutional promotion and tenure committee. Faculty members within the appropriate unit will participate in the election procedures
- 10.8.** The promotion and tenure committees shall make their recommendations to the administrator of the applicable department or appropriate unit. Administrators shall consider the recommendations of their departmental or unit promotion and tenure committee in formulating their recommendations to the next level of the process.

## **11. Procedures for Promotion Recommendations**

- 11.1.** Faculty members who wish to be considered for promotion shall submit a completed notification and application for promotion, together with supporting documents, to their immediate supervisor on such date as may be specified under institutional promotion and tenure procedures. Institutional deadlines for such notification should occur no later than October 5 unless otherwise approved by the campus. Such notification and application shall allow the promotion and tenure committee's access to the faculty member's personnel file and individualized professional development plans. The application will include documentation to establish performance commensurate with the award of the professorial rank sought as required under Board Policy No. 4:11 or, for faculty members not assigned the rank of Associate Professor when first awarded a tenure track contract, to establish performance commensurate with the award of tenure as required under Board Policy No. 4:10. It is the responsibility of the faculty member to prepare documentation appropriate for use by the promotion and tenure committees and appropriate administrators in judging the faculty member's qualification for promotion. This documentation must accompany the request to the immediate supervisor for consideration. This documentation and the recommendations of the faculty member's supervisor (and of the departmental promotion and tenure committee, if any) shall be forwarded by the supervisor to the administrator responsible for the process at the college/school level

or institutional level, whichever is applicable, no later than a date to be set by the Board. Each institution may stipulate certain desired elements or format for the documentation, which shall be made available to faculty members in written form. This documentation must accompany the request to the immediate supervisor for consideration. The immediate supervisor, and any other administrators, including the president, who review the file in order to make independent recommendations, may supplement the material assembled by the faculty with information obtained from other sources, and they may base their recommendations upon such additional information, provided that such additional information is included in the file together with the materials assembled by the faculty member. This documentation and the recommendations of the faculty member's supervisor (and of the departmental promotion and tenure committee, if any) will be forwarded by the supervisor to the administrator responsible for the process at the college/school level or institutional level according to institutional timelines.

- 11.2.** If the institution has college or school promotion and tenure committees, the recommendations of the appropriate administrator (and of the college or school promotion and tenure committees) will be forwarded by that administrator, with the supporting documentation to the president according to institutional timelines.
- 11.3.** The institutional promotion and tenure committee will review all materials and may consult with applicable college, school, or departmental promotion and tenure committees, and in addition, may consult with the faculty member or other individuals as it deems appropriate. After such consultation, the institutional promotion and tenure committee will add its recommendation and forward all information to the president according to institutional timelines. The working papers and files of the promotion and tenure committee(s) will remain confidential; except that, subsequent to the Board's final determination, the president will have the written recommendations of administrators with supervisory responsibility for the faculty member placed in the faculty member's personnel file, together with any additional materials that they may have secured to assist in formulating their opinions.
- 11.4.** If an outside recommendation is sought, the administrator or committee requesting the recommendation will provide the outside party a copy of the department/institutional standards used in the promotion review and clearly articulate that the review is to address the contributions the individual has made to the discipline and/or the impact the individual's work has had on advancing the discipline.
- 11.5.** The president will make the institutional recommendation to the Board by April 15. At the request of the faculty member, the recommendation of the institutional promotion and tenure committee will accompany the institutional recommendation to the Board. The faculty member will be notified according to institutional timelines of whether the president will recommend promotion to the Board. Such notice will indicate the institutional promotion and tenure committee's recommendation. If the president intends to recommend that promotion be denied, the faculty member may request the president provide reasons for the recommendation provided the faculty member makes a written request by April 15.

If the faculty member makes such a request, the president shall respond in writing within fifteen (15) working days.

- 11.6. The reasons given shall be substantive in nature and shall transcend the mere fact of the recommendations by the committees by including the opinions of the president from the information available to him/her. The faculty member may file a written request for reconsideration according to institutional timelines after receipt of the president's reasons for denial of promotion. The request should specify the grounds and considerations that the faculty member believes warrant a different result. The president, after reviewing the request, shall notify the faculty member in writing according to institutional timelines of the final institutional recommendation to be forwarded to the Board and of its basis. The rights to obtain reasons and to request reconsideration shall not expand the rights and limitations under BOR Policy 4:7.
- 11.7. Faculty members appointed to tenure track appointments who have not been promoted to the rank of associate professor must apply for such promotion at the beginning of their sixth year of tenure track service. Faculty members who complete their sixth year of tenure track service without being granted promotion to the rank of associate professor will be offered a single term contract for the following academic year. This term contract is not subject to renewal, and the faculty member will be ineligible for reappointment after it expires.
- 11.8. No promotions shall be granted unless funds exist to provide for an increase in salary, and an increase in salary is given.
- 11.9. When reviewing applications for tenure, administrators and promotion and tenure committees shall consider the progress towards meeting the objectives of professional development plans and they shall heed evidence that the faculty member is effectively pursuing approved objectives, but they shall exercise independent judgment as to the quality of results achieved by the faculty member.

When assessing the quality of performance, administrators and committee members shall be guided by the principles stated in Board Policy No. 4:38 as complemented by institutional policy statements.

- 11.10. Each institution shall develop their own timelines and procedures for rank and promotion recommendations. Institutional deadlines shall comply with system deadlines stated within these policies.

## **12. Procedure for Awarding Promotion in Research Ranks**

- 12.1. The institution's chief research officer shall establish a promotion and continuing appointment review committee. Until such time as twelve or more research faculty members have been appointed to continuing appointments, the promotion review committee membership shall comprise the chief research officers of other system institutions that host research centers, together with two additional representatives from the institution, designated by the institutional president.
- 12.2. Research faculty members who wish to be considered for promotion will notify their immediate supervisor in writing on such date as may be specified under institutional promotion and tenure procedures as established by each institution. Institutional

deadlines for such notification should occur no later than October 5 unless otherwise approved by the campus. Such notification will allow the continuing appointment review committee access to the faculty member's personnel file. It is the responsibility of the research faculty member to prepare, assemble and submit on such date as may be specified under institutional promotion and tenure procedures all favorable documentation which is appropriate and upon which the faculty member relies for favorable action. Each institution may stipulate certain desired elements or format for the documentation, which shall be made available to research faculty members in written form. This documentation must accompany the request to the immediate supervisor for consideration.

- 12.3.** The promotion review committee shall review the qualifications of each applicant for a promotion to determine whether the applicant has satisfied the provisions of Section C.4. To assist in the evaluation of performance, the promotion review committee may solicit outside reviews. The promotion review committee shall deliver its recommendation to the institution's chief research officer and Vice President for Academic Affairs, and the research officer and Vice President for Academic Affairs will forward that recommendation, together with such additional comments as they may deem appropriate, to the institutional president according to institutional timelines. The work product of the promotion review committee shall remain confidential.
- 12.4.** The applicant shall be notified, not later than March 1 of the year in which the research faculty member is being considered for tenure, of what the institutional president shall recommend to the Board regarding the faculty member's tenure status. Such notice shall indicate the promotion review committee's recommendation. If the president intends to recommend that promotion be denied, the faculty member may request the president provide reasons for the recommendation provided the faculty member makes a written request by April 15. If the faculty member makes such a request, the president shall respond in writing within fifteen (15) working days.
- 12.5.** The institutional president shall make a recommendation to the Board not later than April 1. This recommendation shall be based upon the provisions of Section C.4, as well as upon the other provisions and requirements of this Chapter and upon an assessment of the candidate's past contributions and promise of future contributions to the goals and missions of the research center program.
- 12.6.** The final decision whether to grant a promotion to any applicant shall remain exclusively with the Board.
- 12.7.** Each institution shall develop their own timelines and procedures for rank and promotion recommendations for research ranks. Institutional deadlines shall comply with system deadlines stated within these policies.

**FORMS / APPENDICIES:**

None

**SOURCE:**

BOR August 1979; BOR June 1987; BOR June 1993; BOR May 2002; BOR August 2004; BOR August 2008; BOR April 2009; BOR December 2010; BOR August 2017; BOR August 2020; BOR March 2021.