

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**

**AGENDA ITEM: 6 – C**

**DATE: August 10, 2017**

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**SUBJECT: Revisions to BOR Policy 4:11 – Rank and Promotion (Second Reading)**

During the 2013 round of COHE negotiations the series of Lecturer and Librarian ranks were created and BOR [Policy 4:11 Rank and Promotion](#) was not updated to reflect the changes that were made to the COHE agreement. Attachment I seeks to align the Rank and Promotion requirements with the current negotiated agreement by establishing three new sections that differentiate the requirements for the Librarian Ranks, Lecturer Ranks and Research ranks from the current professorial ranks. AAC reviewed an initial set of revisions during the [January 2017](#) meeting, and again in [February 2017](#).

A number of additional changes were identified, and the most recent set of revisions seeks to ensure alignment with the current COHE agreement as drafted. AAC again reviewed the proposed changes during their [May 2017](#) meeting, and advanced them to the Council of Presidents and Superintendents (COPS) for further review. Following a number of proposed revisions, the current draft reflects the proposed revisions which were approved for first reading during the [June 2017](#) Board of Regents meeting. No additional changes have been made since the initial reading.

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**DRAFT MOTION 20170810\_6-C:** I move to approved the second and final reading of the proposed revisions to BOR Policy 4:11 – Rank and Promotion as presented.

# 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, and librarian ranks for unit-members, as well as the research ranks for non-unit members.

### B. DEFINITIONS

1. 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 unit members assume undergraduate instructional activities and serve on term contracts. ~~is a title given to a person qualified to teach in areas related to the academic concerns of a department or school but is not qualified for appointment to the permanent faculty. The title may not be used for continuing basis.~~
- 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.
- 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 ~~Institute for Atmospheric Science or the~~ School of Medicine.
- 1.6. 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.

- 1.7. Teaching Assistant or Associate or Research Assistant (includes Laboratory 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 ~~his~~-work assignment.
- 1.8. 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.
- 1.9. Postdoctoral Research Associates are individuals with recently granted degrees of doctor of philosophy or medical doctor, or the equivalent, ~~who are primarily involved in continuing post graduate education or training in conducting research.~~ Postdoctoral Fellows may also be unpaid visitors.
- 1.10. “Librarian Rank” designates any of a series of ranks, comprising assistant librarian, associate librarian and librarian, in which faculty unit members assume responsibility for library programs or functions supporting instruction or research and serve on term 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 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.

## 3. Professorial Rank~~Minimum Rank Qualifications~~

### 3.1. Minimum Rank Qualifications

#### 3.1.1. Assistant Professor: (Nontenurable)

For faculty unit 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 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: (Nontenurable)

For faculty unit 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 unit 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 ~~five-six~~ (65) years of successful tenure track or—postdoctoral college teaching 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 ~~five-six~~ (56) years of successful tenure track or post-degree college teaching 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.

~~a. that faculty members have developed, maintained and implemented well defined, administratively approved plans for their own professional development in the areas of teaching, scholarship and service is relevant to demonstrating promise that they shall in due course meet institutional performance standards in teaching, scholarship and service for persons who hold the rank of professor.~~

~~b. a. In connection with an application for promotion, at minimum, professional development plans must:~~

~~c. i. address institutional standards for faculty performance and~~

~~1) ii. chart progress towards the performance meeting expectations in all areas of professional activity.~~

~~2) ———— 4) ———— Evidence of external recognition for scholarly accomplishment.~~

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 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.

~~that faculty members have developed, maintained and implemented well defined, administratively approved plans for their own professional development in the areas of teaching, scholarship and service is relevant to demonstrating promise that they shall in due course meet institutional performance standards in teaching, scholarship and service for persons who hold the rank of professor.~~

~~a. — In connection with an application for promotion, at minimum, professional development plans must:~~

~~i. — address institutional standards for faculty performance and~~

~~ii. — predict continued performance exceeding expectations in all areas of professional activity.~~

~~————— 4) ———— To warrant appointment at the rank of professor, or promotion in rank, a candidate shall present evidence of meeting performance expectations in all areas of professional responsibility, including evidence of external recognition for ongoing scholarly accomplishment and leadership.~~

3.2. Minimum Promotion Eligibility Criteria

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

~~1) A. Instructor to Assistant Professor (Academic):~~

~~Three (3) years in rank, including at least two (2) in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Assistant Professor.~~

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. Four (4) years in rank in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Associate Professor.~~

3.2.2. Associate Professor to Professor (Academic):

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

All references to years in rank herein are to full-time academic year appointments or to their equivalents. Faculty unit members become eligible to apply for promotion during the year in which their length of service will meet the stated requirements. Faculty unit 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 unit 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 stated in § 14.2.

~~D. Assistant Research to Associate Research Professor:~~

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

~~E. Associate Research Professor to Research Professor:~~

~~Five (5) years in rank in 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.~~

#### 4. Research Ranks

##### 4.1. Minimum Rank Qualifications

###### 4.1.1. Assistant Research Professor:

4.1.1.1. An earned ~~doctorate~~ terminal degree.

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

4.1.2.1. Earned ~~terminal degree~~ doctorate 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 ~~doctorate~~ 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 in 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 in 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:

5.1.1.1. Earned master's; or

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

5.1.2. Lecturer:

Earned doctorate or a postgraduate degree, other than a doctorate, recognized by the Board as a permitted terminal degree for the faculty unit 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 a postgraduate degree, other than a doctorate, recognized by the Board as a permitted terminal degree for the faculty unit 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 unit 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, Specialist or Doctoral degrees in addition to the master degree in library or information science;

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; and

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, specialist or doctoral degrees in addition to the master degree in library or information science;

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; and

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 unit 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. 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 in 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.

**8. Promotion and Tenure Committee Formulation**

8.1. The institutional promotion and tenure committee ~~shall~~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 appointmeesors. Each President shall determine the total number of members for the

institutional promotion and tenure committee at each institution and will notify the institutional COHE president no later than the date when faculty report for the start of the fall term of the number of members on the committee.

- 8.1.1. The faculty unit representatives on the institutional promotion and tenure committee ~~shall~~will be elected by the faculty as soon as practicable after the commencement of school activities in the fall. Membership terms ~~shall~~will be for three (3) years.
- 8.1.2. Vacancies shall be filled according to procedures established for the original appointment. Election procedures shall be determined by ~~the COHE faculty~~ and the election shall be conducted under its auspices. Only tenured faculty unit members will be eligible for election to the institutional promotion and tenure committee. Election procedures must provide all faculty unit members whose names appeared on the list generated on February 15 and who are still employed at the institution at the time of election, with equal opportunities to nominate candidates for committee membership and to elect committee members, and they must provide all tenured faculty unit members whose names appeared on the list generated on February 15 and who are still employed at the institution at the time of the election with equal opportunities to be nominated for committee membership. 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.
- 8.2. Administrators shall be appointed by the President.
- 8.3. 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.
- 8.4. Each promotion and tenure committee shall be given institutional guidelines to be utilized in promotion and tenure recommendations.
- 8.5. The parties recognize that 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.
- 8.6. Faculty unit 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 unit member is denied promotion or tenure, the individual's term on the committee will be deemed to have expired. Faculty unit 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.

- 8.7. 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 unit 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 unit members to the institutional promotion and tenure committee. Faculty unit members within the appropriate unit will participate in the election procedures
- 8.8. 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.

## **9. Procedures for Promotion Recommendations**

- 9.1. 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 or, in the absence of such institutional procedures, no later than October 5. 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(4) or, for faculty unit 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(3). -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 department head (and of the departmental promotion and tenure committee, if any) shall be forwarded by the department head 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. ~~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 or, in the absence of such institutional procedures, no later than October 5. Such notification will allow the promotion and tenure committees access to the faculty member's personnel file and individualized professional development plans. It is the responsibility of the faculty member to prepare, assemble and submit on such date as may be specified under institutional promotion and tenure procedures or, in the absence of such institutional procedures, no later than October 5 all favorable documentation which is appropriate~~

~~and upon which the faculty member relies to establish performance commensurate with the award of the rank sought as required under Section 4:11(4).~~ 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 department head (and of the departmental promotion and tenure committee, if any) will be forwarded by the department head to the administrator responsible for the process at the college/school level or institutional level, whichever is applicable, no later than November 5.

- 9.2. 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 or designee no later than December 1 for consideration by the institutional promotion and tenure committee.
- 9.3. 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 no later than January 20 of each academic year. 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.
- 9.4. 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.
- 9.5. 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 no later than April 1 of the year in which the faculty member is being considered for promotion, 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 president will, upon receipt

prior to April 15 of a written request, within fifteen (15) working days of the request provide reasons in writing for the decision. 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 within ten (10) working days of 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, within ten (10) working days, 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.(8).

- 9.6. ~~Effective the 2010—2011 academic year, f~~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 ~~fifth—sixth~~ year of tenure track service. Faculty members who complete their ~~fifth—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.
- 9.7. No promotions shall be granted unless funds exist to provide for an increase in salary, and an increase in salary is given.
- 9.8. When reviewing applications for tenure, administrators and promotion and tenure committees shall consider the progress towards meeting the objectives of professional development plans required for § C (3), above, and they shall heed evidence that the faculty unit member is effectively pursuing approved objectives, but they shall exercise independent judgment as to the quality of results achieved by the faculty unit 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.

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

- 10.1. 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.
- 10.2. 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 or, in the absence of such institutional procedures, no later than October 5. 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\_or, in the absence of

such institutional procedures, no later than October 5 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.

- 10.3. 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 4:11(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 no later than December 15, 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 by January 15. The work product of the promotion review committee shall remain confidential.
- 10.4. 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 institutional president intends to recommend that the promotion be denied, the institutional president shall, upon request, within fifteen (15) working days of the request, provide reasons in writing for the decision.
- 10.5. 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 4:11(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.
- 10.6. The final decision whether to grant a promotion to any applicant shall remain exclusively with the Board.

## **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.