

# University Procedures

## Faculty Appointment, Annual Evaluation, Promotion and Tenure

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# Why?

The purpose was to update the 2014-15 University Procedures to ensure that the land-grant mission matches the recognition and rewards processes. In addition, we utilized an equity-minded approach with specific focus on transparency, accountability, and flexibility.

- Expansion
- Alignment
- Consistency
- Replacement

# Work to Date

- Conducted external audit in Fall 2020 with Dr. KerryAnn O'Meara a national expert in equity in workload and promotion and tenure guidelines
- Started work with Recognition and Rewards Committee in February 2021. The committee consists of seventeen (17) representatives from colleges/schools across the University
- Reviewed portions of the draft University Procedures on a weekly basis over the course of calendar year 2021 and the Spring 2022 semester
- Shared multiple times in Spring 2022 key portions of the draft University Procedures with the Faculty Advisory Committee, Faculty Senate Exec, Deans and Vice Presidents, and General Counsel
- Made changes to proposed University Procedures based on feedback from these groups

# Expansion

- Increasing the required teaching documentation to include narrative and peer evaluation in addition to syllabi and student feedback
- Definition, examples, and evaluation metrics for the teaching, research, and service mission areas
- Recognize and credit public and community engaged work, multi/trans/inter-disciplinary work, and diversity, equity, inclusion, and social justice work
- Two year wait if denied discretionary promotion

# Alignment

- Awarding tenure at the associate professor rank or higher
- Librarian-track 3/6/9-year contracts
- Awarding up to three (3) years of credit towards promotion to non-tenure track faculty
- External reviews required for promotion from assistant to associate professor (or equivalent) and associate professor to professor (or equivalent) for all tracks
- Removing external review requirement from instructor to assistant professor

# Consistency

- Clear statements regarding non-discrimination
- Evaluation of Modification of Duties and/or Extension of the Tenure Clock utilization
- Common date for uploading redacted external reviews
- Serving and voting on the department and/or college/school committees
- More rigorous performance requirements for promotion to professor

# Consistency continued...

- Increasing accountability for committees, chairpersons and deans (must/shall)
- Requiring formative and summative feedback on annual reviews and/or cumulative reviews
- A dean or faculty member may request a cumulative review that involves all department and college/school level review

# Consistency continued...

- Clarifying ratings including “Satisfactory” and “Unsatisfactory”
- Make clear the non-retention language and processes per State Code
- “Unsatisfactory” rating automatically notifies Dean and initiates performance improvement plan and multiple “Unsatisfactory” ratings may be recommended for a non-continuation
- Consistent with [BOG Faculty Rule 4.2](#), Section 8



# Replacement

- Meets or exceeds previously promoted peers with meeting or exceeding absolutes outlined in the offer letter, memorandum of understanding, and/or guidelines

# Timeline

- From August through October we held Town Halls at each college/school, including the regional campuses
- Introduced the draft University Procedures on October 7, 2022
- Held open comment period from October 7 to November 11, 2022
- Posted the “final” draft University Procedures on November 15, 2022
- During the January 9, 2023 meeting the Faculty Senate will vote on adopting the University Procedures
- If adopted the new University Procedures would be posted to the faculty website
- Over the spring and summer of 2023, colleges/schools and departments will align their guidelines with the University Procedures