

Faculty Promotion Policy

I. Promotion Policy

The purpose of a promotion policy is to ensure that, after a fully documented review, the University recognizes by title – Instructor, Assistant Professor, Associate Professor, or Professor – the contributions of Baylor faculty to constituencies of the University and the larger society which it serves. Promotion from one rank to another should be consistent with the general principles stated in the “Faculty Tenure Policy and Procedures” approved on November 14, 1997, and the “Statement on Scholarly Expectations,” approved in February of 1998 by the President and the Provost and Vice President for Academic Affairs.

II. Criteria for Promotion

To qualify for promotion to the various academic ranks, successful applicants must, except in exceptional circumstances, meet the following guidelines and minimal qualifications (as enumerated in BU-PP 702). Individual departments and/or schools should establish criteria for promotion. These criteria should be developed in consultation with appropriate Deans and the Provost.

Instructor: This rank is used for faculty who have not completed terminal degrees or who may lack other specific qualifications. The criteria for promotion from instructor to assistant professor are agreed upon at the time of hiring and are given in the initial letter of appointment.

Promotion to Assistant Professor: The terminal degree or three years of teaching experience (or three years of other acceptable professional experience). Individuals initially appointed to or promoted to the rank of assistant professor should show promise of becoming an effective teacher, of becoming a productive scholar, and of supporting the mission of the department and the university, and of assuming one’s share of departmental and university-wide responsibilities. Scholarship here and elsewhere in this document should be understood as material that, in some manner, is publicly disseminated. Moreover, scholarship here and elsewhere in this document should be understood broadly and includes 1) traditional forms of research resulting in discoveries, 2) reflection that creatively integrates ideas, 3) creative performances and productions typically associated with the fine arts, 4) the application of knowledge in solving problems, and 5) research that focuses on the activity of teaching itself.

Promotion to Associate Professor: The terminal degree and at least six years successful experience as a university teacher/scholar. Individuals promoted to the rank of associate professor will have given evidence of effective teaching, of scholarship, and of supporting the mission of

the department and the university and of assuming one's share of departmental and university-wide responsibilities.

Promotion to Professor: The terminal degree and at least 15 years of successful university experience as a teacher/scholar or equivalent professional experience. The rank of professor is the highest academic rank in the University. As such, individuals promoted to the rank of professor will have given significant evidence of effective teaching, of scholarship, and of supporting the mission of the department and the university, and of assuming one's share of departmental and university-wide responsibilities. In addition, the individual will be recognized as distinguished in teaching, scholarship, or in providing special leadership in important areas of university, professional, or community life. This flexibility in criteria is a reflection of both the different gifts that faculty members have and the different departmental situations in which they carry out their responsibilities.

In appointments and promotions, exceptions to the above criteria may be justified by distinguished achievement.

As indicated above, to provide guidance for faculty applying for promotion and to provide guidance for faculty and administrators in evaluating such applications, schools and departments should develop more detailed criteria for promotion consistent with the quality and standards associated with ranks in their discipline, with this promotion policy document, and with the mission and goals of the University.

To qualify for promotion in rank, the faculty member applying for promotion must document his or her achievements in the traditional areas of evaluation: teaching, scholarship/creative expression (see "Statement on Scholarly Expectations"), and university and community service.

III. Annual Calendar of Events Related to Promotion in Rank

(This calendar of events is not meant to restrict departments and schools from creating a calendar that initiates an earlier timetable.)

- I. Application for Promotion—December 1
 - a) Faculty may apply for promotion in faculty rank or be recommended for promotion by the department chair. Recommendations for promotion for individuals during their tenure consideration year must be delayed until the tenure decision has been made.
 - b) Faculty letters of application should be modeled on the tenure letter (see [Faculty Handbook](#), "Tenure Policy," C.1.c) and should be submitted to the department chair by [December 1](#). The letter

of application should set forth the individual's qualifications for promotion.

- c) Candidates for promotion must provide the documentation necessary for evaluating their qualifications for promotion.
2. Departmental Recommendation—February 1
 - a) Each department or school should develop procedures for making recommendations for promotion in rank and those decisions should be made on or before January 31.
 - b) If the decision is favorable, the chair of the department should relay this recommendation to the dean on or before February 1.
 - c) Whether or not the vote is favorable, the chair should inform the candidate about the faculty's recommendation by February 1.
3. Appeals—February 15
 - a) If the department rejects the candidate's application, he or she may submit a written appeal of this decision to the dean on or before February 15.
 - b) If an appeal is made, the dean shall consult directly with the chair concerning the basis of the department's original recommendation.
4. The Dean's Recommendation—March 1

By March 1, the dean will forward to the Provost and Vice President for Academic Affairs his or her recommendation along with the department's recommendation. If the dean's decision is not favorable and that decision is upheld by the Provost, the Provost shall notify the dean who shall then notify the chair. This shall terminate the process.
5. The Provost's Recommendation—March 15

If the process is not previously terminated, the Provost and Vice President for Academic Affairs shall inform the President by March 15 of his or her recommendation concerning the application or nomination for promotion. The President's decision which is final shall be made by April 1. The final decision shall be communicated to the appropriate dean through the Provost by April 10.

V. Due Process

If a faculty member at any point in the proceedings believes that the promotion policy procedures have been violated, he or she should first discuss informally the problem with the responsible faculty or administrators. If there is no satisfactory informal resolution, the faculty member may file a formal grievance. (See Faculty Handbook, "University Grievance Policy.")

VI. Salary Increases

The faculty member earning a promotion should also receive an appropriate salary increase reflecting the promotion in rank. Whenever budgetary constraints make such an increase impracticable in any particular year, the faculty member should receive an increase at the next budget period when

funds are available. Promotions should not be delayed because of financial constraints. Conversely, promotions must be earned through these promotion policy guidelines and not be used as substitutes for salary increases.

Approved March 28, 2000