

**PROMOTION FOR TENURE-TRACK AND TENURED FACULTY
BU-PP 702**

CRITERIA FOR PROMOTION IN ACADEMIC RANK

I. History

On March 7, 1974, the University Senate adopted the following explicit statements and guidelines for promotion in academic rank.

- A. The faculty rank system has value to the University.
- B. Promotion from one rank to a higher one should be based upon merit.
- C. Promotion should never be considered automatic.
- D. Most of the criteria to be used in determining merit for promotion are subjective and cannot be reduced to a formula.
- E. There should be some minima set where criteria can be reduced to objective measurements.
- F. The faculty should be distributed through the various ranks.
- G. There should be a correlation between rank and salary.
- H. Either Assistant Professor or Associate Professor should be considered a respectable title for persons who cannot attain the rank of Professor.
- I. An administrative position (such as chair of a department, dean, etc.) should not, in itself, be adequate basis for promotion to rank of Professor.

On March, 28, 2000, the policy was revised to incorporate the 1997 policy on "Faculty Tenure Policy and Procedures" and the 1998 "Statement on Scholarly Expectations." On November 14, 2006, the university administration, in consultation with the Faculty Senate, revised the policy again to clarify the specific criteria associated with each rank and to specify procedures for gathering information in support of applications for promotion.

II. Policy

In order to hold the rank of Assistant Professor, a faculty member should hold the terminal degree, or the clear equivalent in the form of outstanding achievement in the area of specialization.

5/3/2007

In order to hold the rank of Associate Professor, a faculty member should hold the terminal degree, or the clear equivalent; have six years of successful teaching experience (or other acceptable professional experience); and have an established record of publication (or the equivalent, in fields such as performing arts) as reflected in departmental tenure guidelines. Faculty members at the rank of Assistant Professor are promoted to Associate Professor once they receive tenure; these faculty members need not apply for this promotion separately from the tenure process.

In order to hold the rank of Professor, a faculty member should hold the terminal degree, or the clear equivalent. She or he should have established a distinguished record of excellence in teaching and mentorship, and should also have produced a body of research and/or creative work that is recognized as excellent by authorities in the field who are in highly esteemed programs at notable institutions. Moreover, the faculty member should have compiled an appropriate record of activity in pertinent professional organizations and service to the university and community.

Procedures for applying for promotion are listed below:

III. Annual Calendar of Events Related to Promotion in Rank

(This calendar of events applies to promotion decisions apart from the automatic promotion to Associate Professor that accompanies a positive tenure decision. It is not meant to restrict departments and schools from creating a calendar that initiates an earlier timetable.)

A. Application for Promotion—fall semester

1. Faculty may apply for promotion in faculty rank or be recommended for promotion by the department chair. Whichever individual is initiating the application for promotion should notify the other in writing of his or her intent to do so by September 30.
2. Faculty letters of application should be modeled on the tenure letter and should be submitted to the department chair by December 1. The letter of application should set forth the individual's qualifications for promotion.
3. The department chair should write an evaluation of the candidate's achievements in teaching and mentorship. This should address all areas of these endeavors (for instance, classroom teaching, graduate-student advising, research collaboration with students, career mentoring, substantive contact with former students, etc.) that apply to the candidate. The chair may seek information from others

5/3/2007

familiar with the candidate's teaching and mentorship as the chair finds appropriate.

4. At least three letters assessing the candidate's scholarly/creative achievements should be acquired by the department chair from evaluators outside the University who are knowledgeable in the candidate's field(s) of specialization, to be received by December 1. These evaluators should hold positions in highly esteemed programs at notable institutions. They should hold at least the rank for which the candidate is applying, and should not be collaborators with or former mentors of the candidate. Each letter should be accompanied by a copy of the evaluator's current curriculum vitae. The chair should consult with the candidate regarding the identity of suitable evaluators, and the candidate should provide appropriate materials for evaluators to examine in a timely fashion. The letters will not be made available to the candidate (except through legal process), so as to make it most possible for evaluators to express their opinions freely.
5. The department chair should write an evaluation of the candidate's service activities within the department, the university, professional organizations, and/or the community. This should be based on the candidate's account of her or his activities. The chair may seek information from others familiar with the candidate's service as the chair finds appropriate.
6. Candidates for promotion must provide all additional documentation necessary for evaluating their qualifications for promotion.

B. Departmental Recommendation—February 1

1. 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.
2. If the decision is favorable, the chair of the department should relay this recommendation, along with all documentation, to the dean on or before February 1.
3. Whether or not the vote is favorable, the chair should inform the candidate about the faculty's recommendation by February 1.

C. Appeals—February 15

1. 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.
2. If an appeal is made, the dean shall consult directly with the chair concerning the basis of the department's original recommendation. If the dean agrees with the department in rejecting the candidate's application, the process will be terminated.

D. The Dean's Recommendation—March 1

By March 1, in any case in which the dean or the department or both recommend promotion, the dean will forward to the Provost his or her recommendation along with the department's recommendation and all documentation. If the dean's decision is not favorable and that decision is upheld by the Provost, the Provost shall notify the dean. The dean shall then notify the chair, who shall notify the candidate. This shall terminate the process.

E. The Provost's Recommendation—March 15

If the process is not previously terminated, the Provost 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. The dean shall then notify the chair, who shall in turn notify the candidate.

IV. 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 through the Grievance Committee.

V. Salary Increases

The faculty member earning a promotion will receive an appropriate salary increase reflecting the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the faculty member will 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.

5/3/2007

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