

Promotion Process Year-to-Year Faculty, Non-Tenure Eligible

The College of Agriculture and Life Sciences (CALs) uses a similar process for non-tenure eligible faculty as for those with similar titles who are tenure track. (Ex. Research assistant professor, research associate professor, research professor.) The process should be equitable for both tenure-track and non-tenure track faculty in similar positions.

For year-to-year faculty, there should be very clear position responsibilities. There must be criteria and measures for the activities that are part of the job description and a process for evaluation just as there are for regular faculty. These candidates are evaluated by the same process as other CALs faculty up through the level of the dean. The dossier then goes to the provost for a final decision. There is no review by a university committee as there would be if the candidate were a tenure-eligible assistant professor or tenured associate professor. The promotion will be made effective with the start of the next academic or fiscal year, depending on the faculty member's appointment.

The dossier should be prepared following the same provost's instructions and templates as for tenure-track faculty with similar titles. The cover page should be clearly marked "For promotion only," and "non-tenure eligible." It must include Section 2 (Summary of Candidate's Workload Assignment) and appropriate criteria and guidelines for promotion to each level in the position (i.e., assistant, associate, and full). College guidelines specifically address the use of the position description to provide the context for all evaluations – Section 2 is provided by the provost to provide a position description for the purposes of promotion review. An abstract of the relevant guidelines should be included in the dossier.

Outside letters (5-7) should be obtained by the unit head following the same instructions as the provost issues for tenure-track candidates. The university allows the candidate to suggest names of potential evaluators but no more than half the letters in the dossier may come from names suggested by the candidate. The unit head must describe the selection process and provide brief background information on the referees. All outside evaluators should be independent of the candidate.

The dossier will be reviewed and letters of evaluation will be provided by the unit P&T committee, unit head, college P&T committee and dean. The provost will make the final decision. In the past, cases which do not involve tenure have not gone to the university committee.