

UFAC Motions to Update University *Faculty Handbook*

University Faculty Affairs Committee (UFAC), February 2026

Melissa Wells, Chair (Associate Professor, Education; New COE representative)
Brad Lamphere, Secretary (Associate Professor, Biological Science; at-large representative)
Nicole Crowder (Professor, Chemistry; CAS representative)
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Rationale

At the end of AY 2024-2025, UFC asked UFAC to formulate recommendations for promotion and tenure (P&T) policies that would account for the academic reorganization that took effect in AY 2025-2026. This charge included adding more details to Section 7 of the *Faculty Handbook* in anticipation of relocating the college-level information and documentation currently housed in Appendices I, J, and K. The contents of these appendices will be moved to the Provost's website, allowing the *Faculty Handbook* to be significantly streamlined and focused on University-wide policies. Other appendices relating to college-level governance (such as Appendices F, G, and H) are also not related to University-wide policies, nor are they approved by the BOV, and therefore are also candidates for relocation to the Provost's website.

The proposed changes are bundled into motion groups to facilitate the discussion and approval process. As these changes relate to Sections 1-7 of the University *Faculty Handbook*, a vote by UFC will approve or deny these motions.

Motion Bundle #1: Removal and Reorganization of Appendices

UFAC unanimously approved this motion bundle.

1. Relocate the college-level promotion and tenure policy documents (currently Appendices I, J, and K) to the Provost's website.
2. Relocate the college-level governance documents (currently Appendices F, G, and H) to the Provost's website.

3. Delete Appendix B (UMW Honor Constitution) and instead point readers to its original location on the Honor Council website.
4. Delete Appendix D (General Complaint Procedure for Students), which is not currently referenced anywhere in the *Faculty Handbook*.
5. Rename the remaining appendices as follows:

Content	Current Appendix	New Appendix
Faculty Performance Evaluation Forms	A	(no change)
Policy and Statements on Academic Freedom	C	B
Faculty Handbook Style Sheet	E	C
Rules of Order for Meetings of the UFC	L	D
Rules of Order for General Faculty Meetings	M	E

Table 1

Motion Bundle #2: Update General *Faculty Handbook* Language

UFAC unanimously approved this motion bundle.

With recent changes to Section 7 and the location of promotion and tenure-related appendices, the handbook needs to be updated for alignment. UFAC members searched for the keywords “appendi*”, “criteri*”, “promotion”, and “tenure.” Based on this analysis, the following edits are suggested.

Handbook Section	Current Language	Proposed Language
Preface, paragraph 4	Finally, each of the colleges of the university has additional policies, procedures, and regulations that are (or will be) contained in separate documents (some of which appear as appendices in this <i>Handbook</i>). These apply to the faculty of a particular college, as opposed to material in the University <i>Faculty Handbook</i> , which applies generally to all	Finally, each of the colleges of the university has additional policies, procedures, and regulations that are (or will be) contained in separate documents <u>on the Provost's website</u> (some of which appear as appendices in this <i>Handbook</i>) . These apply to the faculty of a particular college, as opposed to material in the University <i>Faculty Handbook</i> , which applies generally to all instructional faculty. Wherever possible, the University

	instructional faculty. Wherever possible, the University <i>Faculty Handbook</i> refers either by name or URL to these individual college documents, policies, and procedures.	<i>Faculty Handbook</i> refers either by name or URL to these individual college documents, policies, and procedures.
1.8.2 (p. 6, line 2)	(see § 7 and relevant appendices)	(see § 7 and relevant appendices promotion and tenure policy documents on the Provost's website)
1.11.3	Material in each appendix is created and maintained by separate offices or groups. The appendices are included for information and reference. In some cases, an appendix outlines specific procedures followed by one of UMW's colleges (such as the college's governance and committee structure, or a particular college's tenure and promotion policies and procedures).	Delete and combine with 1.11.2: Changes to section 8 and appendices of the Faculty Handbook Because these sections contains information about a variety of university policies and services that faculty members need to know, and these policies and services are subject to change by the units in charge of them, corrections to the material contained in these sections may be made when the Faculty Handbook is updated without necessarily having a formal vote of approval by the Board of Visitors.
2.3.6	Refers to UFC rules of order in Appendix L several times	Rename to Appendix D each time.
2.4.4.1	Refers to ad hoc committee form in Appendix M	Rename to Appendix E.
2.6.3.2	.2 Ensure that criteria and procedures for evaluation, promotion, and tenure of each college (as approved by each college) adhere to the guidelines established in the University <i>Faculty Handbook</i> ;	.2 Ensure that criteria and procedures for evaluation, promotion, and tenure of each college (as approved by each college) adhere to the guidelines established in the University <i>Faculty Handbook</i> ;
2.6.4.3	.3 Serve as the academic freedom committee in cases involving faculty members, as specified in Appendix C.2; and	Rename to Appendix B.
3.8.4	Scholarly and professional contributions derived from the special assignment activity	Scholarly and professional contributions derived from the special assignment activity

	(such as journal publications, conference presentations, etc.) should be considered professional activity. However, it is still the responsibility of each department and college to determine expectations and appropriate credit for this type of activity.	(such as journal publications, conference presentations, etc.) should be considered professional activity However, it is still the responsibility of each department and college to determine expectations and appropriate credit for this type of activity: for annual evaluation (see § 6.3.3) and promotion and tenure (see § 7.3.2).
5.1.1, 5.1.2, and 5.1.3	References Appendix C (academic freedom)	Rename to Appendix B.
5.2	The <i>Honor Code</i> and <i>Honor Constitution</i> are found in Appendix B. Each faculty member agrees to accept and abide by the Honor System when accepting their original faculty appointment. It is the responsibility of all faculty members to stay familiar with the principles and operating procedures of the Honor System and to support it. Faculty honor advisors and procedural advisors are available to support faculty and answer questions. A listing can be found in Appendix B (<i>Honor Constitution</i>).	The <i>Honor Code</i> and <i>Honor Constitution</i> are found in Appendix B on the Honor Council's website. Each faculty member agrees to accept and abide by the Honor System when accepting their original faculty appointment. It is the responsibility of all faculty members to stay familiar with the principles and operating procedures of the Honor System and to support it. Faculty honor advisors and procedural advisors are available to support faculty and answer questions. A listing can be found in Appendix B (<i>Honor Constitution</i>) on the Honor Council's website.
6.3	These include, for example, support of the Honor Code (see Appendix B);	These include, for example, support of the Honor Code (see Appendix B the Honor Council's website);
6.8.5	References Appendix C (academic freedom)	Rename to Appendix B.

Table 2

Motion Bundle #3: Update Section 7 of the *Faculty Handbook*

Motion 3.1: Update § 7.12.1 to reflect a common membership of the promotion and/or tenure appeal committee.

This motion is being pulled out for separate consideration, as it is a potential change from current practice. It passed UFAC in a 4-1 vote.

All three colleges currently populate a four-person appeal committee, with three individuals selected the same way across colleges (one member appointed by the dean, one member appointed by the Provost, and one member appointed by the appellant). The fourth individual is selected in different ways (i.e., CAS member of UFAC; COB P&T committee appoints a person; member of COE Faculty Affairs Committee). The proposed language below would standardize the membership of the committee by drawing upon college-level UFAC members for the fourth position.

7.12.1 Appeal of the Promotion and Tenure Committee's Recommendation When the College Promotion and Tenure (P&T) Committee submits a recommendation to withhold promotion and/or tenure, within one week (five business days) the dean shall inform the faculty member of the P&T Committee's recommendation, of the justifications for the recommendation, and of the faculty member's right to appeal. The faculty member must appeal this decision within one week (five business days) of the recommendation by submitting a request to the dean for reconsideration and justification for such reconsideration on the basis of procedural or substantive grounds. Upon receiving an appeal, the dean will form a Promotion Appeal Advisory Committee (PAAC) or Tenure Appeal Advisory Committee (TAAC) within one week (five business days). The appeal advisory committee shall be composed of four people: (1) the college's member (current or past) of the University Faculty Affairs Committee, selected by the current college representative(s) on UFAC; (2) one member appointed by the dean; (3) one member appointed by the Provost; and (4) one member appointed by the appellant. No person on the appeal advisory committee, other than the person selected by the appellant, should be a faculty member who has written a letter of recommendation for the candidate's promotion and/or tenure file. All members serving on the appeal advisory committee shall be tenured and/or promoted at least at the rank the appellant is applying to receive (i.e., be full professor if a PAAC is formed for an appellant applying for promotion to full professor). If no college member (current or past) of the University Faculty Affairs Committee is eligible to serve on the appeal advisory committee, then the current college member of UFAC may appoint someone else to fill this role, with preference for a former external member of the college's promotion and tenure committee, due to their knowledge of the college's promotion and tenure procedures. In the event of multiple appeals

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in a college, the three members appointed by the college's UFAC representative(s), the dean, and the Provost shall serve on each appeal committee; the member selected by the appellant shall serve only on the committee reviewing the appeal of their selector. The appeal advisory committee, with access to all information available to the original P&T Committee, the original P&T Committee's recommendation, and the candidate's letter of appeal, shall reconsider the recommendations of the original committee. In cases where the appellant's justification of the appeal is based on possible inequitable evaluation, all information available to the original P&T Committee and the original P&T Committee's recommendation for all applicants to the rank sought by the appellant may also be provided to the appeal advisory committee. The appeal advisory committee shall report to the dean in writing within four weeks, either endorsing the original report or presenting an alternative recommendation. The dean shall inform the appellant of the appeal advisory committee's recommendation within two working days. See the promotion and tenure calendar posted on the Provost's website for specific deadlines involved throughout this process.▼

Motion 3.2: Update Section 7 overall.

The motions below passed UFAC with a 4-1 vote. One member noted that their college-level P&T workgroup is working on updating policies and procedures and did not want to vote until their college had adequate time to create their policies and procedures.

The proposed changes: (1) remove references to appendices and instead point to college-level promotion and tenure policy documents on the Provost's website; (2) delete references to college-level criteria, now that Section 7 contains university-wide criteria; (3) clarify the role of UFAC in assessing alignment between university and college-level promotion and tenure policies, in accordance with §§ 2.6.3.2 and 7.11; (4) update § 7.8 to allow for more time for on-contract peer review and point to the annually-updated calendar on the Provost's website for actual deadlines in the P&T process; and (5) add details common to all three colleges' current practices, such as contents of the P&T file and appeal structures.

Note that UFC voted to approve changes to § 7.3 (defining universal criteria) in the November 2025 meeting, and for the sake of clarity, those changes are already incorporated into the text below.

SECTION 7

Deleted: See §7.8 for deadlines involved in this process. Details regarding procedures for appealing the P&T Committee's recommendation are contained in the relevant appendix outlining the college's tenure and promotion policy and procedures. For the College of Arts and Sciences, see Appendix I; for the College of Business, see Appendix J; and for the College of Education, see Appendix K....

PROMOTION AND TENURE PROCEDURES

NOTE: This section contains general guidelines, expectations, and deadlines that apply to the promotion and tenure processes at the University. Each college has a separate tenure and promotion policy document containing additional information about tenure and promotion procedures. Each of these documents can be found on the Provost's website. Each academic department will have departmental guidelines providing information about the kinds of activities that constitute appropriate achievement in each evaluation area. Applicants for promotion and/or tenure should be mindful of the universal criteria, general requirements, expectations, and deadlines as expressed in this section of the Handbook, as well as the specific procedures and other details that pertain to the promotion and tenure process as it is carried out in the faculty member's college and as detailed in the relevant document on the Provost's website.

7.1 PROMOTION POLICY The University uses four ranks for its full-time tenured or tenure-track faculty: instructor, assistant professor, associate professor, and professor (see §3.2). In addition, the ranks of lecturer and senior lecturer are used for renewable term appointments (see §3.3). Academic rank symbolizes and rewards the individual's performance as a teacher, scholar, and faculty member. Promotion to a higher rank is a decision made on an individual basis and is independent from any other contractual relationship between the individual faculty member and the University. The University's promotion policy and procedures for full-time teaching faculty indicate that promotion is not automatic and is made subject to only two conditions: the performance of the individual faculty member and the needs of the University (see §4.4).

7.2 GENERAL MINIMUM PROMOTION REQUIREMENTS Promotion in rank is based on achievements in three areas: teaching, scholarly, creative, and professional activities, and service to one's department, the college, and the University. The expectations for achievements are greater in scholarly and professional activity as one moves up the ranks.

7.2.1 General Minimum Requirements for Consideration for Promotion to Senior Lecturer

.1 Promotion to this rank can come after a minimum of five years of service at the rank of lecturer.

.2 Fulfillment of contractual responsibilities (see §§5.4.1–5.4.10).

7.2.2 General Minimum Requirements for Consideration for Promotion to Assistant Professor

.1 Three years (or the equivalent) of full-time employment at the rank of instructor at the University. (Promotion is automatic on attainment of the doctorate or appropriate terminal degree, effective the following academic year.)

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.2 Possession of the appropriate earned terminal degree, in most cases the doctorate or the master of fine arts in one's discipline or, in unusual circumstances, an equivalent combination of professional education and achievement.

.3 Fulfillment of contractual responsibilities (see §§5.4.1–5.4.10).

7.2.3 General Minimum Requirements for Consideration for Promotion to Associate Professor

.1 Six years (or the equivalent) of full-time employment in higher education, including at least four years in the rank of assistant professor at the University.

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.2 Possession of the appropriate earned terminal degree or, in unusual circumstances, an equivalent combination of professional education and achievement.

.3 Fulfillment of contractual responsibilities (see §§5.4.1–5.4.10).

7.2.4 General Minimum Requirements for Consideration for Promotion to Professor

.1 Ten years (or the equivalent) of full-time employment in higher education.

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.2. Six years of full-time employment at the rank of associate professor, including at least three of those years at the University of Mary Washington.

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.3 Possession of the appropriate earned terminal degree or, in unusual circumstances, an equivalent combination of professional education and achievement.

.4 Fulfillment of contractual responsibilities (see §§5.4.1–5.4.10).

7.3 INDIVIDUAL CRITERIA FOR PROMOTION AND/OR TENURE Faculty performance is evaluated in three areas of endeavor: teaching; scholarly, creative, and professional activity; and service to the department, the college, the University, and the profession. The first area, teaching, is preeminently important. However, successful candidates for promotion and/or tenure must meet the criteria in all three areas. Renewable term ranks are eligible for promotion from lecturer to senior lecturer, and tenure-track ranks are eligible for promotion and/or tenure (i.e., associate professor and full professor). The candidate and their department shall provide information about the kinds of activities that constitute appropriate achievement in teaching; scholarly, creative, and professional activity; and service within the discipline.

7.3.1 GENERAL CRITERIA FOR TEACHING The candidate for promotion and/or tenure must demonstrate effective and innovative teaching by showing that they have exhibited effort, skill, reflection, dedication to student learning, flexibility, and current

knowledge of the discipline. Effective teaching is, in and of itself, a significant achievement, and the University gives it high priority in evaluating every faculty member's performance. The candidate must demonstrate a pattern of effective teaching during the evaluation period, as indicated by evidence from multiple sources, including (but not limited to): student feedback; colleagues' testimonials; quality of syllabi, teaching materials, and assignments. The University also recognizes the value of substantial contributions to the curriculum; course improvement through revision of content and method; development of new courses, development of across-the-curriculum courses; contributions to interdisciplinary student learning experiences; and involvement and success in individual instruction or mentoring of students, as evidenced by student research, creative work, presentations, or publications in departmental or campus venues (note that external venues are ordinarily considered professional activity).

7.3.2 GENERAL CRITERIA FOR SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITY The candidate for promotion and/or tenure must demonstrate that they have engaged in professional activity beyond maintaining currency in one's profession or discipline. Specific criteria vary slightly by rank.

7.3.2.1 Criteria for Promotion to Senior Lecturer The candidate will demonstrate that they have engaged in professional activity that goes beyond the expected reading one must do and the conferences and workshops one must attend to maintain currency in one's profession or discipline. Examples of professional activity include but are not limited to: teaching development and/or participation in professional credential development activities; public presentations, exhibitions, and/or performances; active involvement in professional/performing/scholarly societies, associations, boards, or groups; consulting activity; and scholarly activity (e.g., publications or book reviews in scholarly and/or professional journals and presentations/papers at scholarly and/or professional conferences). The candidate and their department shall provide information about the kinds of activities that constitute the scholarly, creative, and professional activity and development appropriate for a faculty member seeking promotion to this rank.

7.3.2.2 Criteria for Promotion to Associate Professor and/or Tenure The candidate will demonstrate that they have contributed to their discipline and/or teaching profession through activities that are directed toward professional peers. The committee expects to see a pattern of scholarly, creative, and professional activity that goes beyond mere attendance at meetings and conferences. Examples of professional activity include but are not limited to: teaching development and/or participation in professional credential development activities; presentations/papers at scholarly and/or professional conferences; holding office in professional organizations; editing a journal; publishing book reviews, journal articles, professional reports and projects, books, or other printed works; winning a grant; participating in exhibitions or performances, or equivalent. For faculty teaching in AACSB-accredited programs, generally, **professional service activities** are **not** considered research, scholarship, or professional development; instead, organizational and managerial activities while holding office in professional organizations would be considered service to the profession. The candidate and their department shall provide information about the kinds of activities that constitute the scholarly, creative, and professional activity and development

appropriate for a faculty member seeking promotion to this rank.

7.3.2.3 Criteria for Promotion to Full Professor The candidate will demonstrate the achievement of recognition within the discipline. The successful candidate for the rank of professor will demonstrate, as well as support with argument and other evidence, that they have received such recognition. The candidate will include in their file three or more letters from external evaluators that address this issue of recognition. The University expects to see a pattern of significant scholarly, creative, and professional activity within the evaluation period. Examples of significant professional activity include but are not limited to: significant teaching development and/or participation in professional credential development activities; frequent and regular presentations/papers at scholarly and/or professional conferences; holding office in professional organizations; editing a journal; publishing book reviews, journal articles (especially refereed), professional reports or projects, books, or other printed works; winning a grant; participating in exhibitions or performances, or equivalent. For faculty teaching in AACSB-accredited programs, generally, **professional service activities** are **not** considered research, scholarship or professional development; instead, organizational and managerial activities while holding office in professional organizations would be considered service to the profession. The candidate and their department shall provide information about the kinds of activities that constitute the scholarly, creative, and professional activity and development appropriate for a faculty member seeking promotion to this rank.

7.3.3 GENERAL CRITERIA FOR SERVICE The candidate for promotion and/or tenure must demonstrate continuing and active participation in formal service roles serving the department, college, university, and/or profession. Specific criteria vary slightly by rank.

7.3.3.1 Criteria for Promotion to Senior Lecturer, Promotion to Associate Professor, and/or Tenure The candidate will demonstrate a consistent record of advising, continuing contribution to the department, service to the college and/or University, and/or service to the profession. Service to the department and to the college and/or University is expected for promotion to these ranks. Examples of service include but are not limited to: academic advising; formal service roles at the department level (e.g., departmental committees, department hiring activities, admissions events, website maintenance, Honor Council advising, etc.); formal service roles at the college and/or University level (e.g., committee, working group, advisory council, special assignments, faculty fellows, etc.); and formal service roles within professional organizations. Community outreach activities that rely on a faculty member's academic expertise and serve to connect the University with the community can also be recognized in this category.

7.3.3.2 Criteria for Promotion to Full Professor The candidate will demonstrate a significant record of advising, continuing contribution to the department, service to the college and/or University, and/or service to the profession. Service to the department and to the college and/or University is expected for promotion to this rank. In addition to the service roles listed in § 7.3.3.1, the candidate must also demonstrate effective leadership in service, as indicated by but not limited to: substantial contribution to a committee's work; organizing events; lending one's professional expertise to the community beyond the

University; holding committee offices within and/or beyond the University; and bringing motions to shared governance or committee structures.

7.4 INSTITUTIONAL RANK STRUCTURE POLICY The existing distribution of full-time faculty members by rank shall always be a critical factor in promotion considerations. As a basic policy, not more than seventy percent of the full-time teaching faculty of the University shall comprise the ranks of associate professor and professor (including those with the title of distinguished professor). Only under very exceptional circumstances should consideration be given to exceeding this limitation.

7.5 PROMOTION PROCEDURE Each college has its own set of promotion procedures. [These documents are maintained by the Office of the Provost on their website following approval by the UFAC in accordance with §§ 2.6.3.2 and 7.11.](#)

7.6 TENURE POLICY Tenure is the assurance of a continuing full-time teaching position at the University unless the faculty member resigns, retires, or is dismissed for cause; the University declares a bona fide financial exigency which affects the faculty member's position; or the University renders the faculty member's position unnecessary by discontinuing, reducing, or restructuring an academic program or department. Any such decisions in these instances must result as a consequence of strict adherence to the procedures outlined in §§4.2 and 4.4 of this *Handbook*.

7.6.1 Purpose of Tenure The purpose of tenure is to protect academic freedom. It provides a measure of job security to faculty members who have served the University faithfully and with professional excellence, and it enables the University to retain a faculty of distinction in order to accomplish its educational mission. Tenure creates a mutual obligation between the University and the individual faculty member.

7.6.2 Authority to Grant or to Withhold Tenure The Rector and Visitors of the University of Mary Washington have the sole authority to grant or withhold tenure; decisions of the Board of Visitors on these matters are final. The Board of Visitors fully supports and abides by the statements regarding requirements, criteria, and procedures in this section of the *Faculty Handbook*. However, the Board does retain the authority, on its own initiative, to grant faculty tenure without adhering to the prescribed requirements, criteria, and procedures when it is deemed to be in the best interests of the University to do so (see §3.6.1). Such action is rarely taken, and it is never taken in such a way as to circumvent the normal procedures for individual members of the faculty on the tenure track who have applied to be considered for tenure. In the case of a faculty hire or an administrative faculty hire, where the administrative faculty member will also be hired with tenured faculty status (for example, a dean who will also be tenured in an academic department), absent any special circumstances, the proposed home academic unit (department and/or college) would be informed of the intent to award academic rank (and tenure) to the new faculty member and will be given the opportunity to review the person's CV and any other supporting information and to express its response to the Provost. The relevant college Promotion and Tenure Committee will be asked to review the person's CV and any other supporting information to determine if the person's academic record qualifies them to be a tenured member of the college's teaching faculty; they will present the results of their review to the Provost. The Provost will then

Deleted: For the College of Arts and Sciences promotion procedures, see Appendix I; for the College of Business promotion procedure, see Appendix J; and for the College of Education promotion procedure, see Appendix K.

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make their final recommendation to the President and Board of Visitors.

7.7 TENURE REQUIREMENTS

7.7.1 General Requirements To become tenured, a tenure-track faculty member must observe professional ethics, must satisfactorily complete a prescribed probationary period of service as a full-time teaching member of the faculty, must attain the rank of assistant professor or higher, and must be awarded tenure status by official action of the Board of Visitors. No administrator or department chair has the authority to guarantee or award tenure or to waive tenure requirements.

7.7.2 Time of Service and Eligibility for Tenure Faculty employed in teaching positions designated non-tenure track will not be eligible for tenure regardless of time served in those positions. If a person holding a non-tenure-track position is later hired into a tenure-track position, some consideration may, at the discretion of the administration and the Board of Visitors, be made as to the inclusion of up to two years of this service in the six years of required probationary service. Such arrangements shall be made at the time of employment into the tenure-track position. The granting of a tenured appointment is a separate and independent decision made by the Board of Visitors with respect to an individual faculty member (see §7.6.2). Tenured appointments are in no way related to rank (except for the minimum requirement of assistant professor), salary, or conditions of initial appointment.

7.7.3 Probationary Period The probationary period is six years of full-time teaching experience at the University, unless a faculty member has chosen to extend that period in accordance with §3.15. The Board of Visitors may consider prior full-time service at another college or university as credit for not more than two years of the probationary period. Also, credit toward meeting the probationary period may be earned during leaves of absence from the University, with or without pay, if the leave is deemed in advance by the Provost, after consulting with the faculty member and their department chair, to be one in which the professional development of the faculty member and the interests of the University will be advanced.

7.8 GENERAL PROMOTION AND TENURE CALENDAR The calendar below details the required steps in the promotion and tenure process and the general deadlines in which these actions should be made. The Provost's office will post on their website a specific calendar of dates to be followed in a particular academic year, with dates adjusted to conform with business days. The full calendar applies only if every step is appealed.

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Tenure and promotion action (sample calendar)	Deadline
Faculty member's tenure and/or promotion request in writing to department chair and to dean	May 1
Deadline for candidate's APR to be completed	August 22
Deadline for all solicited letters to be received by chair (from tenured	August 29

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Tenure and promotion action (sample calendar)	Deadline
members of the department, institutional colleagues, and external reviewers when relevant)	
Deadline for chair and candidate to review chair's written evaluation	September 5
Candidate's promotion and/or tenure file due in dean's office; chair's evaluation and all letters solicited by chair due in dean's office	September 12
File available in dean's office to candidate to review materials and to write letter of exception or explication	September 12
File closed to candidate and made available to P&T Committee	September 19
P&T Committee recommendations to dean	January 9
College dean notifies candidates of P&T Committee's recommendations	January 12
Deadline for candidates to file appeals to college dean	January 19
Deadline for dean to establish tenure and/or promotion appeal advisory committee(s)	January 26
Recommendation(s) of appeal committee(s) to college dean	February 23
College dean informs appellants of the recommendations of the appeal advisory committee(s)	February 25
College dean makes recommendations to the Provost with copy to faculty member and his or her chair	March 10
Deadline for candidate to appeal to the Provost	March 17
Provost makes recommendations to the President	March 24
Deadline for candidate to file appeal to President and Board of Visitors	March 31
Candidates notified of Board of Visitors' final decision	May 15

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The file that accompanies a candidate's request for tenure and/or promotion must contain specific evidence and supplementary materials that will enable the committee to read, understand, and act on the request. The candidate is responsible for ensuring that the file is complete and that it clearly communicates to the committee all evidence of meeting the relevant criteria.

7.9 CONTENTS OF THE PROMOTION AND TENURE FILE The file that accompanies a candidate's request for tenure and/or promotion must contain specific evidence and supplementary materials that will enable the committee to read, understand, and act on the request. The candidate is responsible for ensuring that the file is complete and that it clearly communicates to the committee all evidence of meeting the relevant criteria. Each college has its own set of requirements for the preparation of the promotion and tenure credentials file. These documents are maintained by the Office of the Provost on their website following approval by the UFAC in accordance with §§ 2.6.3.2 and 7.11. The credentials file shall contain the following major sections:

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- [Official Communications in the Tenure Process](#)
- [Faculty Data Sheet and Appointment/Promotion Letters](#)
- [Faculty Annual Activity Reports](#)
- [Annual Performance Reviews](#)

- [Curriculum Vitae](#)
- [Letters of Recommendation](#)
- [Rationale Statement](#)
- [Evidence in Support of Teaching Criteria](#)
- [Evidence in Support of Scholarship and Professional Development Criteria](#)
- [Evidence in Support of Service Criteria](#)

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7.10 EXPECTATIONS FOR THE CONSTITUENTS IN THE PROMOTION AND TENURE PROCESS Each college has expressed a set of expectations for each of the constituents in the promotion and tenure process. [These documents are maintained by the Office of the Provost on their website following approval by the UFAC in accordance with §§ 2.6.3.2 and 7.11.](#)

Deleted: For the expectations expressed by the College of Arts and Sciences, see Appendix I; for the College of Business, see Appendix J; and for the College of Education, see Appendix K.

7.11 THE UNIVERSITY’S EXPECTATIONS FOR THE PROMOTION AND TENURE PROCESS The University Faculty Affairs Committee (UFAC) is charged with oversight of the [University’s](#) promotion and tenure criteria and processes (see §2.6.3). The goal of this oversight process is to ensure that the promotion and tenure procedures as established by each college, [as well as departmental guidelines for meeting University criteria for promotion and tenure](#), adhere to the [expectations](#) established in the *Faculty Handbook*, and that any changes undergo an oversight review prior to implementation.

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7.11.1 Procedure for UFAC Oversight [University-level changes to promotion and tenure criteria and/or procedures in this section of the *Faculty Handbook* are addressed by UFAC at the request of UFC or other stakeholders, as covered under typical faculty governance procedures. For changes in promotion and tenure materials located on the Provost’s website \(e.g., college-level promotion and tenure procedures; departmental guidelines\), materials must be submitted to UFAC for review and approval prior to implementation. These materials must be submitted by January 31.](#)

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7.12 PROMOTION AND TENURE APPEALS

7.12.1 Appeal of the Promotion and Tenure Committee’s Recommendation [See Motion 3.1 above]

Deleted: See §7.8 for deadlines involved in this process. Details regarding procedures for appealing the P&T Committee’s recommendation are contained in the relevant appendix outlining the college’s tenure and promotion policy and procedures. For the College of Arts and Sciences, see Appendix I; for the College of Business, see Appendix J; and for the College of Education, see Appendix K.

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7.12.2 Appeal of the Dean’s Recommendation The dean shall review all information and recommendations contained in the promotion and/or tenure credentials file of each faculty member, shall formulate and state in writing their recommendations with reasons, and shall forward these and the promotion and/or tenure credentials files to the Provost. [When considering *tenure* decisions, the dean must consider each application according to criteria expressed in the *Faculty Handbook*. The dean must also consider carefully the rank and tenure profiles of the college, projected enrollment patterns, staffing needs, current and projected mission of each department, the specific academic competence of the faculty member, and the preservation of opportunities for the infusion of new talent.](#) A copy of this letter will be sent to the faculty member and their department chair. When the dean recommends that promotion and/or tenure be withheld, the recommendation letter from the dean shall inform the faculty member of their right to appeal the dean’s recommendation,

in writing, within seven days to the Provost.

7.12.3 Appeal of the Provost's Recommendation The Provost shall review the recommendation letter from the P&T Committee along with the recommendation letter from the dean. The Provost shall formulate and state in writing their recommendation and shall submit this letter to the President. A copy of this letter shall be sent to the faculty member, their department chair, and the dean. When the Provost recommends that promotion and/or tenure be withheld, the recommendation letter from the Provost shall inform the faculty member of their right to appeal the Provost's recommendation, in writing, within seven days to the President and the Board of Visitors.

7.12.4 Appeal of the President and Board of Visitors The Board of Visitors (or the Executive Committee thereof) in consultation with the President, shall, no later than May 15, review all information of record, as well as any written appeals, and shall render a final decision in the matter and so notify each candidate, their department chair, the college dean, and the Provost in writing. Action by the Board of Visitors (or the Executive Committee thereof) shall be final. If tenure is denied, the Board of Visitors may offer a one-year contract to the faculty member; the Board of Visitors may offer additional one-year contracts, but such additional contracts carry no right to tenure. After the completion of the promotion and tenure review process, the letters of recommendation (and of exception, if any) shall be inserted in the University personnel file (see § 3.13.2.2) maintained by the Office of the Provost; the candidate should maintain access to any original materials they submitted.