

**Procedural Guidance on Promotion and Tenure
from the Provost and Vice President for Academic Affairs**

**As Supplemental to the *UND Faculty Handbook* Provisions on Promotion and Tenure
and Effective as of the AY 2016-2017 Cycle
July 2016**

At the University of North Dakota (UND), North Dakota State Board of Higher Education policy, the *UND Faculty Handbook*, college/school, and departmental rules of governance are the source policies for promotion, tenure, and evaluation (PTE). See especially UND [Faculty Handbook](#), Sections I-1 (Responsibilities of Faculty and Administrators), I-5 (Promotions), and I-8 (Academic Tenure).

The following procedural guidance from the Office of the Provost and Vice President for Academic Affairs will inform the interpretation of applicable policy effective as of the Academic Year 2016-2017 cycle.

1. Alignment of levels of review for all promotion and/or tenure candidacies

The following guidance on levels of review is intended to provide consistent alignment of the review process for all candidacies.

- a. Candidacies for promotion and/or tenure of all eligible faculty, including tenured or tenure-eligible, and clinical appointments, henceforth will be subject to the following levels of review:
 - Department committee
 - Department chair
 - College committee
 - Dean
 - University Promotion and Tenure Committee
 - Deans Committee
 - Provost & Vice President for Academic Affairs
 - President

- b. For tenure-eligible faculty at the level of Assistant Professor, applications for tenure will occur concurrently with those for promotion to Associate Professor and will be subject to identical levels of review (i.e., all of the levels of review listed above). The sole exception is that North Dakota SBHE policy mandates that promotion applications receive final review by the President, while tenure applications require final approval by the SBHE.
- c. The “University Promotion Committee,” appointed on an ad-hoc annual basis by the Provost and Vice President Affairs and comprised of faculty from each college/school, will be known as the “University Promotion and Tenure Committee,” and its charge will include the review of applications for tenure as well as promotion.
- d. The charge of the Deans Committee will include the review of applications for tenure as well as for promotion.
- e. Note: The School of Medicine & Health Sciences continues its own distinct review process for both promotion and tenure.
- f. Note: Rank and tenure decisions made in the context of hiring (i.e., hiring a new faculty member at the rank of Associate Professor or Full Professor or with tenure) are handled separately.

2. Review of clinical faculty and promotable special appointments

Applications for promotion of all non-tenure-eligible faculty and other promotable special appointments, including clinical faculty, will follow the identical review process as that for promotion of tenure-eligible or tenured faculty.

3. Linkage of promotion and tenure for tenure-eligible faculty

- a. Probationary tenure-eligible faculty are expected to seek promotion and tenure concurrently in their sixth year. The *UND Faculty Handbook* states concerning promotion that “eligibility for promotion will be reviewed for ... assistant professors in their sixth year in rank” in the absence of exceptional circumstances. *UND Faculty Handbook*, Section I-5.3.A.2 (UND Senate Procedural Guidelines for Promotion). The Handbook also states concerning tenure that “[e]ligibility for tenure requires a probationary period of six years of continuous service to the institution” in the absence of exceptional circumstances. *UND Faculty Handbook*, Section I-8.1.3.c (Academic Freedom and Tenure; Academic Appointments).
- b. The *UND Faculty Handbook* further states that a “tenure eligible Assistant Professor ordinarily must put forth an application for both promotion to Associate Professor and

tenure in his or her sixth year. If the Assistant Professor does not achieve promotion to Associate Professor, then the President will recommend that his or her tenure application also be denied.” UND Faculty Handbook, Section I-8.2.P (UND Administrative Guidelines for Development of Tenure Recommendations).

- c. In view of the above, Provost and Vice President Thomas DiLorenzo has made it clear that probationary tenure-eligible faculty members must seek and concurrently achieve promotion to Associate Professor as well as tenure. Neither the Provost nor the President will vote in favor of promotion for probationary tenure-eligible faculty as distinct from tenure, or tenure as distinct from promotion.
- d. Tenure therefore will not be awarded if a probationary faculty member has not concurrently earned promotion to the rank of Associate Professor; nor will promotion to Associate Professor be awarded if the faculty member has not concurrently earned tenure, unless approved departmental guidelines clearly articulate that a tenure-eligible faculty member may be promoted without tenure. Those guidelines also must clearly specify the conditions that must be met to satisfy promotion as distinct from tenure.

4. Demonstrating accomplishment and recognition commensurate with rank

- a. Per the UND Faculty Handbook 5.1 “Academic Ranks of UND Faculty,” promotion to Associate Professor requires “marked” teaching “effectiveness,” scholarly and/or creative “accomplishment,” “substantial contribution” to the profession, and “demonstrated spirit of concern” for society.

Applications for promotion to Associate Professor must clearly demonstrate that “marked effectiveness,” “accomplishment,” “substantial contribution,” and “demonstrated spirit of concern” within each category comport with departmental and college/school standards and expectations for accomplishment commensurate with the rank of Associate Professor.

- b. Per the UND Faculty Handbook 5.1 “Academic Ranks of UND Faculty,” promotion to Full Professor requires “recognition” for teaching excellence, “recognition” for scholarly and/or creative accomplishment, “recognition” for leadership within the profession, and “recognition” for demonstrated spirit of concern for society.

Applications for promotion to Full Professor must clearly demonstrate that “recognition” within each category comports with departmental and college/school standards and expectations for accomplishment commensurate with the rank of Full Professor.

- c. Evidence of effectiveness, accomplishment, contributions, spirit of concern, and recognition at the rank of Associate Professor and in particular at the rank of Full Professor might include external review letters, as well as indicators of quality or impact; awards, honors, or invitations; leadership in professional organizations or associations; demonstrated influence on outcomes in the field; or similar indicators of accomplishment.

5. Committee member eligibility and voting

- a. Membership and eligibility of departmental and college/school review committees are subject to the terms of departmental and college/school rules of governance.
- b. Members of review committees may serve on committees at more than one level (i.e., departmental, college/school, university).
- c. Members of review committees should be impartial in their assessment of candidates' records of accomplishment in relation to all applicable standards and expectations.
- d. Provost Thomas DiLorenzo has made it clear that he would like all departments/colleges/schools and members of all review committees to consider the possibility that voting on candidates from one's home department/college/school, as well as voting at more than one level, may introduce a potential bias in voting.