

## **Procedure to File an Appeal Concerning Denial of Reappointment, Promotion or Tenure**

The University offers more than one appeals process under the Administrative Regulations (AR), Governing Regulation (GR) and University Senate Rules (SR). The following will briefly describe these processes and provide the appropriate regulation/rule to assist you in filing your appeal.

**Appeal Routes:** One route is an ‘**academic**’ appeal to the University Senate Advisory Committee on Privilege and Tenure<sup>1</sup> (SACPT) and the other is an ‘**administrative**’ appeal to the Provost.<sup>2</sup>

### **Academic Route (SACPT):**

Cases are appealed to SACPT based on violations of: (1) procedures, (2) privilege and/or (3) academic freedom. SACPT does not consider complaints relating to the substantive merit of cases. Faculty may file their case directly to SACPT. [SR 1.4.4.2]

### **Administrative Route:**

Cases are appealed directly to the Provost [AR II- 1.0-1 VIII A-C] and under certain conditions it may go to the President, and/or Board of Trustees Executive Committee. [GR I.I]<sup>3</sup>

You are entitled to pursue either or both of these two different routes of formal appeal. NOTE: these two routes of appeal are INDEPENDENT of each other. The academic route to the SACPT will not entertain an appeal of the ‘merit’ of your qualifications or the merit of the decision; rather the appeal must be on the specified procedural/privilege/academic freedom irregularities. You may use the administrative route to appeal procedural/privilege issues and/or to appeal the substantive merit of the decision. Note the 60 days time limit.

### **Discussion Meetings -- Administrative Regulations and Senate Rules [AR II-1.0-1 VIII A, C. SR 1.4.4.2]:**

When a Dean makes a decision to disapprove a proposal to promote/tenure, the Dean must notify the preceding level(s) so as to enable an opportunity for the parties to discuss the reasons for the disapproval.

You are entitled to a conference with the Dean at which the Dean will discuss the reasons for the disapproval.

Under AR II 1.0-1 VIIC: you are entitled to request a further discussion with the Provost as to the circumstances for disapproval. This provides an opportunity for you to have an administrator above the level of the Dean hear your point of view personally from you. Notice, the regulation makes no restriction as to the breadth of this discussion.

Note that neither of the above meetings is considered by the regulations to be an exercise of “appeal” but rather they are an occasion for “discussion.” Hence, these meetings can be used to gather additional information about the decision that has affected your career.

### **Preparing Your Appeal:**

You have full access to everything in your dossier, and to obtain a copy of everything in it [AR 11-1.0-1 IIIE]. Please access your dossier from the Dean’s office as soon as possible and identify every single document in it. If you are Special Title Series, please also access (if not in your dossier) the original position description and associated promotion/tenure criteria that were approved for the position by an Academic Area Advisory Committee.

<sup>1</sup> SACPT established by University Senate in 1964

<sup>2</sup> Procedure established in 1972 in the promulgation of the first UK Administrative Regulations on tenure

<sup>3</sup> Faculty access to Board of Trustees under certain conditions dating to first promulgation of Governing Regulations in 1882