Frequently Asked Questions (FAQs) about the
Revised Administrative and Governing Regulations on Promotion and Tenure

The Administrative Regulation AR 2:1 (formerly AR II-1.0-1 Pages I-III) and sections of Governing Regulation VII have undergone revision. This FAQ provides a brief explanation of the key changes.

Overall Changes:

What are the key differences between the old and revised regulations?

- Increase in minimum number of outside letters
- Role of academic area advisory committees
- Role of Dean of Graduate School
- Written statements of evidence in assigned faculty areas of activity
- One comprehensive tenure review
- Terminal year tenure review
- Tenure review prior to the sixth year
- Mandatory consultation with faculty

Brief Explanations of the key revisions:

How many external letters are required for each dossier?
Under the revised regulations, a minimum of six (6) letters of evaluation are required from qualified from persons outside of the University. At least four (4) are selected by the educational administrator independent of the candidate. Under the old regulation, four (4) were required.

What is the revised role of the academic area advisory committees ("area committee")?
Under the revised regulations the area committee is required to prepare a written evaluation to the Provost for all cases in which the individual under review has not received near-unanimous support from all lower-level reviewers (external letter writers, consulted unit faculty, and educational unit administrator, college advisory committees and deans). The area committee may elect to submit an evaluation on cases assigned to them that have received unanimous or near-unanimous support. Under the old regulation, the advisory committee was required to prepare written evaluations for all cases. The effect of this change helps ensure that academic area advisory committees spend the majority of their time focused on those cases characterized by differing recommendations among the various lower levels of review.

How has the role of the Dean of Graduate School changed?
Previously, the Dean of the Graduate school evaluated each promotion and tenure case. The change has eliminated this required review and the Provost may seek the advice as needed.

What is the change regarding written statements of evidences?
This regulation has been updated to require the faculty of each department or schoolto establish written statements describing the evidence of activity in instruction, research and service that is appropriate to their field(s) for use in guiding evaluations for promotion and tenure. The faculty of a college without departments or schools shall undertake this responsibility. Previously this was only voluntary. In addition, once they are approved by the dean, these written statements will become part of the respective department rules document.

What is the deadline for completing these statements of evidence?
The approved statements are due on March 1, 2010 and at that time they will become part of the respective unit rules document.

When should these statements of evidence be included in the dossiers?
The statements of evidence will apply to faculty whose initial academic appointments begin on or after July 1, 2010.

How has the regulation about mandatory consultation with faculty changed?
The revision adopts the "best practice" in higher education circles, which dictates that mandatory consultation should exclude those unit faculty persons who hold academic rank at or below the academic rank of an individual being considered for appointment, reappointment, terminal reappointment or promotion. The revised language of this section of GR VII permits the tenured/tenure-track faculty of a unit to establish policies that extend the *minimum* consultation requirements (as prescribed in this revision) to include the specified participation of other full-time faculty employees in any series in the department.

What is the critical concern about a comprehensive tenure review?
In a comprehensive tenure review, a dossier is reviewed at all levels of the University (educational unit, college advisory committee, dean, academic area advisory committee, Provost and President) irrespective of the judgment of the previous level(s). Faculty who are tenure-eligible are entitled to one comprehensive review, which shall be completed no later than the end of the next-to-last year of the probationary period.

Are other faculty ranks entitled to a comprehensive tenure review?
Yes, a comprehensive tenure review shall be extended to a prospective faculty employee who is being considered for an initial appointment at the academic rank of Associate Professor or Professor, when the proposed appointment also includes immediate tenure at the time of appointment. Also, a comprehensive tenure review shall be conducted when the initial tenure-eligible appointment stipulates Professor (without tenure) and when the educational unit initiates a tenure review, instead of a non-renewal of appointment, in the first year of service (see section VI.A.6 of AR 2:1-1).

What is the requirement for a terminal contract year review?
After consultation with the unit faculty, an educational unit administrator may initiate a request to the dean for tenure consideration on behalf of a faculty employee who was placed on terminal contract either after a comprehensive tenure review or after waiving his or her right to a comprehensive tenure review. If the dean finds insufficient evidence to warrant a new tenure consideration, the dean shall deny the request and notify the educational unit administrator that a terminal year consideration of tenure shall not be initiated. If the dean determines that the evidence in support of a favorable tenure decision has substantially strengthened, the dean may grant the request and authorize the educational unit administrator to initiate the review.

What is the process for a tenure review prior to the sixth year?
An educational unit administrator may initiate a tenure review prior to the sixth year of probationary service if, in the opinion of the tenured faculty of the educational unit and the unit administrator, the individual's record of accomplishment across all areas of assignment is commensurate with the award of tenure. (The act of soliciting letters by the educational unit administrator from reviewers external to the University shall constitute the "initiation" of a tenure review.)

The review shall follow the policies and procedures that govern the conduct of the sixth-year (tenure) review (see AR 2:1-1) However, unlike a tenure review conducted in the sixth year of the probationary period, a tenure review initiated prior to the sixth year can be suspended by the dean. In such case, the

dean shall notify in writing the educational unit administrator of his or her decision to suspend the tenure review and indicate that the individual under review shall be entitled to an ordinary reappointment review at the appropriate time in that contract period and in subsequent contract periods.

A faculty employee whose tenure review has been suspended by the dean shall not be eligible for a subsequent tenure review until the sixth year of the probationary period. A sixth-year comprehensive tenure review of an individual whose previous tenure review was suspended by the dean shall be conducted according to the same policies and procedures as an individual whose tenure is reviewed for the first time during the sixth year. In this second review, the educational unit administrator shall include in the sixth-year (tenure) dossier those evaluative letters from the previously suspended tenure review that were submitted by reviewers external to the University.

Who is automatically regulated by the revised AR 2:1?

If your initial appointment date is **on or after** July 1, 2009, your tenure review will be conducted under the revised regulation (AR 2:1-1).

Who may elect to be considered under the revised AR 2:1?

If your initial appointment **predates** July 1, 2009, and you have not already been reviewed for tenure, you may elect to be reviewed by the revised policy (AR 2:1-1). This requires that you complete the attached form and return it to your department chair. **If you are in your sixth year of probation, you must return the form by October 30, 2009.** Other eligible individuals may return the form by April 1, 2010.

What if I do not complete and return the 'opt-in' form?

If you do not elect the revised policy, you will automatically be reviewed under the former policy (AR 2:1-2).