

## Tenure/Promotion Application Procedures

*This iteration of the procedures does not incorporate the role of the University Tenure & Promotion Committee. The participation of the UTPC is obligatory for all tenure-track faculty with contracts beginning after the 2020-2021 academic year. If your service as a tenure-track faculty member began in Fall 2021 or thereafter, please consult the document describing the procedures that include the UTPC.*

### General

1. Like the Midterm Tenure Review dossier, the tenure/promotion dossier (hereafter referred to simply as the “tenure dossier”) must be submitted in electronic format.

While the tenure application process customarily takes place during the fall semester, these instructions also apply to tenure applications in the spring.

2. The instructions set forth here are intended to apply to everyone involved in the tenure application process, including not only faculty applicants but also the department tenure committee, the academic deans, and the provost (or academic vice president). These instructions should be used in conjunction with the document entitled “Application for Tenure/Promotion,” the link to which is:  
<http://webmedia.jcu.edu/provost/files/2018/07/APPLICATION-FOR-TENURE-0718.pdf>
3. While these instructions are divided into sections that specify the obligations of the various participants in the tenure application process, all participants are urged to acquaint themselves with the entire process by reading the instructions from beginning to end.
4. Electronic submission makes use of the Canvas learning management system.
5. The vice provost for academic affairs (VPAA) is responsible for managing access to the electronic dossier as it moves through the process. Please note that participants **must** notify the VPAA at specific points during the process, as requested in these instructions. Moreover, the notification must occur in writing, via email. Only such notification guarantees that the process will continue moving forward in a timely manner.
6. From the beginning to the end of the tenure application process, the electronic dossier will be accompanied by a paper copy that includes the basic components of the dossier. (Please see Point 10 below.)
7. These instructions have benefited from the experience of previous faculty candidates who have submitted an electronic dossier. For that reason, any participant who has concerns or suggestions is encouraged to convey them to the VPAA so that the process might be improved for all those involved in it. In the meantime, your patience, flexibility, and attention to the instructions set forth here are greatly appreciated.

Faculty Applicant



candidate's TP course. Any evaluations of scholarship by external evaluators should be included here as well.

15. When the committee has completed its work on the electronic dossier, the committee chair will forward the paper copy to the appropriate dean (the dean of the college to which the faculty applicant belongs) by **November 1 (April 1** for a spring semester tenure application). The committee chair will also notify the VPAA that this task has been completed and provide a copy of the committee's recommendation and report to the candidate.

#### Committee of Academic Deans

16. Upon being notified by the chair of the department tenure-and-promotion committee that the committee has completed its review of the electronic dossier, the VPAA will remove the committee members from the tenure course and, at the same time, enroll in it the Committee of Academic Deans (COAD).
17. COAD—in the person of the appropriate dean—is responsible for adding its own recommendation to the paper copy of the dossier *and*—in the form of a PDF—to Module Four of the applicant's tenure course.
18. When COAD has completed the work described in Step 17, the appropriate dean will forward the paper copy of the dossier to the Provost/Academic Vice President. The appropriate dean will also notify the VPAA. This should occur no later than **December 1 (May 1** for a spring semester tenure application).

#### Provost/Academic Vice President

19. Upon being notified by the appropriate dean that COAD has completed its review of the dossier, the VPAA will enroll in the tenure course the Provost/Academic Vice President.
20. By **December 15 (May 15** in the case of a spring semester tenure application), the Provost/AVP notifies the candidate of his/her decision, and informs the appropriate dean, the department chair, and the chair of the department tenure-and-promotion committee of that decision. These communications are done in writing. The notification to the candidate is added to the paper copy of the dossier *and*—in the form of a PDF—is uploaded to Module Five of the faculty applicant's tenure course.
21. If the final decision is contrary to the recommendation of COAD or the department tenure committee, then the Provost/Academic Vice President must provide the reasons that contributed to that decision in communicating with those groups.
22. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the Provost/Academic Vice President of the reasons that

contributed to that decision and, if further requested by the candidate, those reasons should be confirmed in writing.

23. The Provost/Academic Vice President sends the paper copy of the dossier to the Office of the President. The president signs off on the “Application for Tenure/Promotion” form and then returns the paper dossier to the Office of the Provost and Academic Vice President. At this point the “Application for Tenure/Promotion”—now with every necessary signature—is converted to a PDF and added to the electronic version of the dossier.
24. With the tenure application process complete, the VPAA will remove COAD and the Provost/Academic Vice President from the tenure course.

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