

Tenure/Promotion Application Procedures

This iteration of the procedures incorporates 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.

General

1. Like the Midterm Tenure Review dossier, the tenure/promotion dossier (hereafter referred to simply as the dossier

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, the University Tenure & Promotion Committee, and the provost & academic vice president. These instructions should be used in conjunction with

https://www.jcu.edu/sites/default/files/2023-01/tenure%20application.01_23.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**

Faculty Applicant

8. All faculty who are officially scheduled to apply for tenure (and have been notified of such)

. 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 **October 1 (March 1** for a spring semester tenure application). The committee chair will also notify the VPAA that this task has been completed and provide

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) *and* the members of the University Tenure & Promotion Committee.
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 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 chair of the University Tenure & Promotion Committee. The appropriate dean will also notify the VPAA. This should occur no later than **November 1 (April 1** for a spring semester tenure application).

University Tenure & Promotion Committee

19. The University Tenure & Promotion Committee will prepare its own report regarding the tenure and/or promotion of the faculty candidate. The chair of the UTPC should add the report to the paper copy of the dossier *and* in the form of a PDF to the designated module (Module Five) of the tenure course.
20. When the UTPC has completed the work described in Step 19, the UTPC chair will forward the paper copy to the Provost/Academic Vice President. The committee chair 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

21. Upon being notified by the chair of the UTPC that the committee has completed its review of the dossier, the VPAA will enroll in the tenure course the Provost/Academic Vice President.

22. By **December 15** (**May 15** in the case of a spring semester tenure application), the AVP notifies the candidate of his/her decision, and informs the appropriate dean, the department chair, the chair of the department tenure-and-