

## Revision to Advancement Procedures

### ORIGINAL

#### **VII. Procedure for Advancement of Non-Tenure-Track Faculty**

During the sixth year of continuous service, a lecturer/clinical instructor/laboratory instructor I is eligible to be considered for advancement to level II status provided programmatic needs justify continuation of the position.

##### **A. Application**

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The application should include documentation that the faculty member has met all eligibility requirements for advancement as outlined in Chapter 3, Section IV, Part B (2), and using the document entitled, "Directions: Application for Advancement," which is available on the *Academics* webpage: (<http://www.uca.edu/provost/importantinfo.php>)

##### **B. File**

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any written information added to the file shall be provided to the faculty member, and the faculty member shall be given five days in which to provide written comments. Any written information requested and provided to a reviewing body, along with the application submitted by the faculty member and such member's written comments, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

### REVISED

#### **VII. Procedure for Advancement of Non-Tenure-Track Faculty**

During the sixth year of continuous service as a lecturer/clinical instructor/laboratory instructor I, a faculty member is eligible to be considered for advancement to level II status.

During the sixth year of continuous service as a lecturer/clinical instructor /laboratory instructor II, a faculty member is eligible to be considered for advancement to Senior Lecturer/Clinical Instructor/ Laboratory Instructor.

##### **A. Advancement Committee**

The Department Personnel Advisory Committee (DPAC) will recommend a process for the formation of an Advancement Committee, subject to approval by the college dean. If a department has no tenured faculty to constitute a DPAC, the department chair or equivalent academic administrator will recommend the process for the formation of an Advancement Committee following consultation with department faculty and subject to approval by the college dean.

The purpose of the committee is to receive and review all applications for advancement and make recommendations to the department chair. The Advancement Committee, when possible, shall include a combination of tenured, tenure-track, and nontenure-track faculty. Once formed, the committee will elect its own chair.

##### **B. Application**

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The application should include documentation that the faculty member has met all eligibility requirements for advancement as outlined in Chapter 3, Section IV, Part B (2). Further, the application should be constructed according to the guidelines outlined in "Directions for Advancement." [See "Information for Faculty and Academic Staff" at <http://www.uca.edu/provost/importantinfo.php>]

##### **C. File**

The file consists of the application submitted by the faculty member and any additional materials requested by the reviewing body. Each reviewing body may request or consider additional written information available from sources other than the faculty member. Any written

**ORIGINAL****C. Process**

A faculty member interested in advancement must inform the department chair or appropriate library administrator, in writing, by September 1 that he/she plans to apply for advancement. A completed application, using the document entitled, "Directions: Application for Advancement," is due to the department chair by October 1. The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track, and nontenure-track faculty. The chair will forward the application to the committee. The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 15 for each faculty member. If more than one faculty member is recommended for advancement, a ranked list is required.

The department chair will evaluate the applications and prepare his/her recommendations. If more than one faculty member is recommended for advancement, a ranked list is required. The department chair will meet with a faculty member who has received a negative recommendation from either the committee or the chair. The faculty member may withdraw his/her application; if not withdrawn, all files and recommendations are forwarded to the dean by November 1. The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. If more than one faculty member is recommended for advancement, a ranked list is required. In the event of a negative recommendation, the dean will inform the faculty member and the department chair of the decision to deny advancement, and the faculty member may withdraw his/her application. If an application is not withdrawn, the entire record is sent to the provost by December 1.

The provost renders the decision by March 1 regarding advancement and informs the faculty member, in writing, of the decision.

**D. Appeal**

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee.

**REVISED**

information added to the file shall be provided to the faculty member, and the faculty member shall be given five days in which to provide written comments. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

**D. Process**

A faculty member interested in advancement must inform the department chair, in writing, by September 1 that he/she plans to apply for advancement. A completed application is due to the department chair by October 1.

The chair will forward any applications for advancement to the Advancement Committee. The committee will evaluate each candidate's accomplishments, applying to them all relevant criteria.

The committee, after considering the file of each faculty member, will determine a positive or negative recommendation by a simple majority vote. Further, the committee shall explain the rationale for this recommendation in a separate letter to the department chair. A recommendation for each applicant is due to the Department Chair by October 15.

The department chair will evaluate the applications and prepare his/her recommendations. If more than one faculty member is recommended for advancement, a ranked list is required. The department chair will meet with a faculty member who has received a negative recommendation from either the committee or the chair. The faculty member may withdraw his/her application; if not withdrawn, all files and recommendations are forwarded to the dean by November 1.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. If more than one faculty member is recommended for advancement, a ranked list is required. In the event of a negative recommendation, the dean will inform the faculty member and the department chair of the decision to deny advancement, and the faculty member may withdraw his/her application. If an application is not withdrawn, the entire record is sent to the provost by December 1.

The provost will render the decision by March 1 regarding advancement and will inform the faculty member, in writing, of the decision.

**E. Appeal**

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee.