

**MORGAN STATE UNIVERSITY**

**POLICY AND PROCEDURES  
ON  
APPOINTMENT, PROMOTION  
AND  
TENURE**

**Approved by the Board of Regents on November 07, 2017**

**THIS DOCUMENT SUPERSEDES ANY PREVIOUSLY PUBLISHED POLICY ON  
APPOINTMENT, PROMOTION AND TENURE AT MORGAN STATE UNIVERSITY.  
THE PROVISIONS OF THIS PUBLICATION SHALL NOT BE REGARDED AS A  
CONTRACT BETWEEN THE UNIVERSITY AND THE READER OR FACULTY  
MEMBER.**

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**MORGAN STATE UNIVERSITY**  
**POLICY AND PROCEDURES ON APPOINTMENT, PROMOTION, AND TENURE**

**I. PREAMBLE AND DEFINITIONS**

A. Preamble

In accordance with its mission, Morgan State University is committed to excellence in teaching, research and service, and believes that the faculty is the single most important element in achieving that end. The University seeks, therefore, to assemble and maintain a community of outstanding faculty through the promulgation of a policy for their appointment, promotion and tenure.

In establishing this *Appointment, Promotion and Tenure Policy* (“*APT Policy*”), the University reaffirms its commitment to academic freedom along with faculty responsibility to perform their duties consistent with University policies and procedures. Decisions regarding appointment, promotion and/or tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals, objectives, and the criteria for appointment, promotion, and/or tenure established by the Academic Departments<sup>1</sup> and approved by the Provost/Senior Vice President for Academic Affairs as consistent with the general appointment, promotion, and/or tenure Criteria as set forth in this *APT Policy* hereinafter in Section IV(B)<sup>2</sup>.

Morgan State University is Maryland’s preeminent public urban research university and has a threefold mission of instruction, research and service. In order to fulfill that mission, candidates for appointment and applicants for promotion and/or tenure at the University must possess credentials which demonstrate a balance of instruction, research and service. The University regards effective teaching and student advising as particularly important in meeting its urban mission.

B. Definitions

In addition to terms defined elsewhere in this *APT Policy*, the following are definitions of certain terms used in this *APT Policy*.

*Academic Departments* - shall mean the Deans, Department Chairs, Departmental Review Committee and School Review Committee of each of Morgan State University’s Schools.

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<sup>1</sup> The term “Academic Departments” shall have the meaning set forth in the Definitions section of this *APT Policy*.

<sup>2</sup> The term “Criteria” shall have the meaning set forth in the Definitions section of this *APT Policy*.

*Applicant* – shall mean an individual who submits an Application for promotion and/or tenure.

*Application* – shall mean the official form generated by the Office of the Provost, completed in full and submitted in a timely manner for consideration for promotion and/or tenure.

*Criteria* – shall mean the criteria for appointment, promotion and/or tenure established by the Academic Departments and approved by the Provost as consistent with the general appointment, promotion and/or tenure criteria as set forth in Section IV(B) of this *APT Policy*.

*Provost* – shall mean Morgan State University’s Provost/Senior Vice President for Academic Affairs.

*School* – shall individually or collectively mean Morgan State University’s College of Liberal Arts, School of Architecture and Planning, School of Business and Management, School of Community Health and Policy, School of Computer, Mathematical and Natural Sciences, School of Education and Urban Studies, School of Engineering, School of Global Journalism and Communication, School of Graduate Studies, and School of Social Work.

*University* – shall mean Morgan State University.

## II. **SELECTION AND APPOINTMENT OF FACULTY**

### A. Departmental Level

1. When a faculty position becomes available, the Department Chair shall develop, in consultation with the Dean, the specifications for the position to be filled, including but not limited to: the discipline/area of specialization, academic degree level, teaching experience, departmental needs, and research interest.
2. The Department Chair shall establish a Departmental Search Committee of three to five (3-5) faculty members who are equivalent or senior in rank to the rank of the position to be filled. The Departmental Search Committee may include faculty members from a related field (from the University or other institutions of higher education) when there is an insufficient number of eligible faculty in the department. Faculty selected from the related field must be equivalent to or senior in rank to the rank of the position to be filled. The Department Chair shall either serve as or appoint the chair of the

Departmental Search Committee. In instances where the Department Chair is not available, the Dean shall appoint the Chair of the Departmental Search Committee.

3. The Department Chair shall advise the Departmental Search Committee of the appropriate specifications for the position, the time frame for the search and other essential information. After proper advertisement of the position, both externally and internally, the Departmental Search Committee shall review all applications and determine those to be interviewed by departmental faculty and other appropriate personnel based on the specifications developed for the position. No interview shall be held until all documentary evidence is received from the candidate, including curriculum vitae, official transcripts, letters of recommendation, and other published requirements.
4. After interviewing the candidates, the Departmental Search Committee shall recommend a maximum of three (3) qualified candidates to the Department Chair who shall, in turn, forward the Departmental Search Committee's recommendations along with the supporting documentation of the candidates to the Dean. In instances where the Department Chair is also the Chair of the Departmental Search Committee, the recommendation of the Departmental Search Committee shall be made to the Dean. The Department Chair shall also forward to the Dean the Department Chair's recommendation (independent of the Departmental Search Committee's recommendation) whether or not the Chair serves as chair of the Departmental Search Committee.

#### B. School<sup>3</sup> Level

The Dean shall review the recommendation of the Departmental Search Committee and the Department Chair. The Departmental Search Committee's recommendation and the recommendation of the Departmental Chair are advisory. The Dean may request the applications of every person who applied for the position. The Dean shall forward a recommendation to the Provost. The Dean's recommendation shall include the vitae for every candidate who applied, the Dean's recommendation for the order of preference of each candidate, the recommendation of the Department Chair, and the recommendation of the Departmental Search Committee. The Dean shall verify the credentials listed on the nominee's vitae and shall ensure that all documents requested in published advertisements for the position are submitted with the Dean's recommendation to the Provost.

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<sup>3</sup> For purposes of this *APT Policy*, Morgan State University's College of Liberal Arts is included in the definition for "School" as set forth in the Definitions Section of this *APT Policy*.

C. Provost's Level

The Provost shall verify that a candidate is minimally qualified for appointment at the University and that all required documentation concerning a candidate's academic status is on file at the University. The Provost shall submit a recommendation and may provide a rationale for each candidate to the President.

D. President's Review and Final Decision<sup>4</sup>

1. Appointment – The President shall consider the recommendation of the Provost. The President shall make a final decision regarding the appointment and shall notify the appointee in writing. All appointments shall be subject to the final approval of the President. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
2. Employment Contract – An appointment to a faculty rank shall have no effect until such time as a fully-executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully-executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

III. **FACULTY RANKS, MINIMUM QUALIFICATIONS AND DURATION OF APPOINTMENTS**

- A. TENURE-TRACK FACULTY RANKS - There shall be three tenure-track faculty ranks: Assistant Professor, Associate Professor, and Professor. A faculty member at any rank who has submitted an (1) *Application* for promotion and/or tenure prior to the mandatory promotion and/or tenure review period, may submit a second *Application* for promotion and/or tenure in accordance with the timeframes set forth for mandatory review in this *APT Policy*. The minimum qualifications for appointment, promotion and tenure and the duration of appointments are set forth below:

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<sup>4</sup> In the event that the Applicant files an appeal under Section V of this *APT Policy*, the "final decision" may also be referred to as the "original decision."

## 1. Assistant Professors

A. Minimum Qualifications – The candidate must have earned the terminal degree from an accredited institution in the discipline or closely related discipline in which the candidate teaches and must show evidence of or demonstrate potential for achieving excellence in instruction (which includes student advising), research, and service.

### B. Duration of Appointment

#### (1) Initial 3-Year Term and First-Year Probation

(a) Initial Term – An Assistant Professor shall be appointed for an initial term of three (3) academic years.

(b) Probationary Year – The first year of the initial 3-year term shall be a probationary year. The appointment may be terminated upon written notice by the June 30 immediately following the end of the Assistant Professor's first academic year.

(c) Third Year Review Process – A decision to renew the Assistant Professor's contract for a Second 3-Year Term shall occur in the third year of the Initial 3-Year Term.

i.) Review Timeline – The applicant shall submit by the third Monday in September of the 3<sup>rd</sup> year of the Initial 3-year contract an application in support of the renewal of the Assistant Professor's second 3-year contract. A faculty member who fails to submit a timely application in accordance with the time frames set forth in this *APT Policy* shall not be entitled to be considered for a second 3-year contract. The applicant for a second 3-year contract shall be the applicant's own advocate in the review process. The applicant shall be responsible for the preparation, compilation, and submission of a dossier<sup>5</sup>, as more specifically described in Section IV(A)(1) of this *APT Policy*. The Departmental Review Committee shall review the applicant's credentials and, using forms approved by the Provost, submit a written recommendation to the Department Chair regarding the renewal of the Assistant Professor for a second 3-year term.

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<sup>5</sup> Dossiers become the property of the University. Applicants who wish to retain a copy of their dossier should make copies of the items that are included in the dossier submitted to the Department Chair.

- ii.) Department Chair's Recommendation – The Department Chair shall review the Departmental Review Committee's recommendation, develop a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward both the Department Chair's recommendation and the Departmental Review Committee's recommendation to the Dean.
- iii.) Dean's Recommendation – The Dean shall review the documents forwarded by the Department Chair, develop a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward to the Provost the Dean's recommendation and the documents submitted to the Dean by the Department Chair.
- iv.) Provost's Recommendation – The Provost shall submit to the President a recommendation regarding the renewal of the Assistant Professor for a second 3-year term.
- v.) President's Final Decision to Terminate or Renew the Contract at the End of the Initial 3-Year Term – The President shall make a final decision regarding the renewal (for a second 3-year term) or termination of an Assistant Professor's initial 3-year contract.
  - a.) Decision to Terminate at the End of the Initial 3-Year Term – An Assistant Professor who serves through the probationary year but who will not be continued beyond the initial 3-year contract shall be notified by the President in writing by the end of the third academic year of the initial 3-year term.
  - b.) Renewal – An Assistant Professor who will be renewed for a second 3-year term shall be notified by the President in writing by the end of the third academic year of the initial 3-year term of the decision to renew but the failure to timely notify of renewal shall not provide a right to renewal.

(d) Application for Promotion and/or Tenure During Initial 3-year Term

i.) An Assistant Professor wishing to be reviewed for promotion and/or tenure during the initial 3-year term shall submit an *Application* no later than the third Monday in September of the third year of employment at the University. The review process shall be in accordance with Section IV(A) of this *APT Policy*.

ii) In the event an Assistant Professor applies for promotion and/or tenure during the third academic year of the initial 3-year term, the promotion and/or tenure review shall also constitute the third year review process set forth in Section III(B)(1)(c) of this *APT Policy*.

iii) An Assistant Professor who has been reviewed for tenure during the initial 3-year term, and notified in writing that tenure has been denied, may file a second *Application* for promotion and/or tenure no later than the third Monday in September of the third year of the second 3-year term (6<sup>th</sup> year of employment at the University) provided the initial 3-year contract is renewed for a second 3-year term.

(2) Second 3-Year Term

(a) Application for Promotion and/or Tenure During Second 3-year Term.

i.) When an Assistant Professor's appointment is renewed for a second 3-year term and no *Application* for promotion and/or tenure was submitted during the initial 3-year term, an *Application* for promotion and/or tenure may be filed no later than the third Monday in September of the fourth (4<sup>th</sup>) or fifth (5<sup>th</sup>) year of employment at the University. The review process shall be in accordance with Section IV(A) of this *APT Policy*.

ii.) If an Assistant Professor has been reviewed for tenure during either year 4 or year 5 of the second 3-year term, and notified in writing that tenure has been denied, a second *Application* for promotion and/or tenure shall be filed no later than the third Monday in September of the third year of the second 3-year term (6<sup>th</sup> year of employment at the University).

- iii.) If an Assistant Professor has not previously filed an *Application* for promotion and/or tenure, an *Application* for promotion and/or tenure shall be filed no later than the third Monday in September of the third year of the second 3-year term (6th year of employment at the University).
- iv.) When an Assistant Professor fails to submit a timely *Application*, the Assistant Professor shall not be entitled to be considered for promotion and/or tenure and employment shall end at the end of the second 3-year contract term with no further notice.
- v.) Final Decision by President to Tenure or Terminate – An Assistant Professor shall be notified, in writing, by the third year of the second 3-year term (6<sup>th</sup> year of employment at the University as an Assistant Professor) of the President’s decision on the *Applicant’s Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

(b) An Assistant Professor who has been reviewed for tenure in the third year of the second 3-year term (6<sup>th</sup> year of employment at the University), and notified in writing that tenure has been denied, shall be granted an additional, terminal one-year appointment in that rank, but barring exceptional circumstances, shall receive no further consideration for tenure.

## 2. Associate Professors

A. Minimum Qualifications – The candidate must have earned the terminal degree from an accredited institution in the discipline in which the candidate teaches or in a closely-related discipline. In addition, the candidate must have demonstrated substantial professional achievement, as evidenced by an appropriate combination of outstanding instruction, research, and service.

B. Term of Appointment – Full-time appointments or promotions to the rank of Associate Professor require the written approval of the President.

(1) New full-time appointments to the rank of Associate Professor may carry tenure.

(2) If immediate tenure is not offered, such appointments shall be for a term of one to four years as stated in the appointment letter or contract, and the

appointment shall terminate at the end of that period unless the appointee is notified in writing that they have been granted tenure.

(i) An Associate Professor who is appointed without tenure shall receive a formal review for tenure.

(ii) Unless stated otherwise in this *APT Policy*, no later than one year prior to the expiration of the appointment, the formal review must be completed, and written notice must be given that tenure has been granted or denied.

### C. Application for Promotion and/or Tenure

(1) An Associate Professor appointed to a contract term of 1 year, who wishes to be reviewed for promotion and/or tenure, shall submit an *Application* for promotion and/or tenure no later than the third Monday in September of that contract year, and the formal review must be completed, and written notice must be given that the tenure has been granted or denied by the end of the contract term.

(2) An Associate Professor appointed to a contract term of two to four years, who wishes to be reviewed for promotion and/or tenure shall submit an *Application* no later than the third Monday in September of the academic year immediately prior to the expiration of the appointment.

(3) An Associate Professor who fails to submit a timely *Application* shall not be entitled to be considered for promotion and/or tenure and employment shall terminate at the end of the appointed contract term.

### D. Review Procedure – See IV(A) of this *APT Policy*.

E. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract – The Associate Professor shall be notified by the President in writing by the end of the academic year immediately prior to the expiration of the appointment, unless stated otherwise in this *APT Policy*, of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment. For appointments beginning at a time other than the start of an academic year, the University may adjust the notice of tenure denial dates accordingly by specifying the adjustments in the initial contract or letter of appointment.

F. An Associate Professor who has been notified in writing that tenure has been denied, barring exceptional circumstances, shall receive no further consideration for tenure.

### 3. Professors

- A. Minimum Qualifications – In addition to having the qualifications of an Associate Professor, the candidate must have attained recognition as an outstanding scholar and instructor.
- B. Term of Appointment - Full-time appointments or promotions to the rank of Professor require the written approval of the President.

(1) New full-time appointments to the rank of Professor may carry tenure.

(2) If immediate tenure is not offered, such appointments shall be for a term of one to four years as stated in the appointment letter or contract, and the appointment shall terminate at the end of that period unless the appointee is notified in writing that they have been granted tenure.

(i) A Professor who is appointed without tenure shall receive a formal review for tenure.

(ii) Unless stated otherwise in this *APT Policy*, no later than one year prior to the expiration of the appointment, the formal review must be completed, and written notice must be given that tenure has been granted or denied.

#### C. Application for Tenure

(1) A Professor appointed to a contract term of 1 year, who wishes to be reviewed for tenure, shall submit an *Application* no later than the third Monday in September of that contract year, and the formal review must be completed, and written notice must be given that the tenure has been granted or denied by the end of the contract term.

(2) A Professor appointed a contract term of two to four years, who wishes to be reviewed for tenure shall submit an *Application* no later than the third Monday in September of the academic year immediately prior to the expiration of their appointment.

(3) A Professor who fails to submit a timely *Application* shall not be entitled to be considered for tenure.

#### D. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract – The Professor shall be notified by the President in

writing by the end of the academic year immediately prior to the expiration of the appointment, unless otherwise stated in this *APT Policy*, of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment. For appointments beginning at a time other than the start of an academic year, the University may adjust the notice of tenure denial dates accordingly by specifying the adjustments in the initial contract or letter of appointment.

E. A Professor who has been notified in writing that tenure has been denied, barring exceptional circumstances, shall receive no further consideration for tenure.

4. Stopping the Promotion and Tenure Clock – Any faculty member may request an extension of time for tenure consideration in accordance with the University's *Policy on Extension of Time for Tenure Review Due to Personal and Professional Circumstances, as may be amended*.

B. NONTENURE-TRACK FACULTY RANKS - The following list sets forth the University's nontenure-track faculty ranks. Such positions are temporary in nature and persons having such positions shall have no expectation of continuing employment beyond the term of the written employment contract and are not eligible for promotion and/or tenure.

1. Faculty with Duties Primarily in Research or Scholarship

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

A. Faculty Research Assistant

The appointee shall be capable of assisting in research under the direction of the head of a research project and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement.

B. Research Associate

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

C. Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer.

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three (3) years.

D. Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer.

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

E. Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer

These ranks are generally parallel to Professor. In addition to the qualifications required of the associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity. Appointment to these ranks may be made for a period of up to five years.

F. Assistant Artist-in-Residence; Associate Artist-in-Residence; Senior Artist-in-Residence

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years, appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

2. Instructor

- A. Minimum Qualifications – The candidate must hold at least the master’s degree from an accredited institution in the discipline in which the candidate teaches or in a discipline closely related to the discipline in which the candidate teaches.
- B. Duration of Appointment – Appointments to the rank of instructor and all part-time appointments shall be for a term not to exceed the fiscal year during which the appointment becomes effective and shall terminate automatically without notice at the end of the fiscal year.
- C. Employment Contract – An appointment to the rank of Instructor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President’s designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

3. Lecturer

- A. Minimum Qualifications – The qualifications for appointment to the non-tenure-track rank of Lecturer shall vary according to the nature of the instruction provided. The advertisements for the position shall set forth the

minimum qualifications for the position and the salary established shall be commensurate with the candidate's experience and qualifications.

- B. Duration of Appointment – Appointments to the rank of Lecturer shall be for a term not to exceed the fiscal year when the appointment becomes effective and terminates without notice automatically at the end of the fiscal year.
- C. Employment Contract – An appointment to the rank of Lecturer shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

### C. OTHER FACULTY RANKS

- 1. Visiting -The prefix "Visiting" before an academic title (e.g. "Visiting Professor") shall indicate a special appointment without eligibility for promotion and/tenure. An appointee given this rank is usually associated with another academic institution or other employer. The rank accorded to a "Visiting" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor and Professor. An appointment to the rank of "Visiting" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

2. Professor of Practice - This title may be used to appoint individuals who have demonstrated excellence in the practice as well as leadership in specified fields. The appointee shall have attained regional and national prominence and, when appropriate, international recognition of outstanding achievement. Additionally, the appointee must demonstrate or show the potential to effectively demonstrate teaching abilities appropriate to assigned responsibilities. In those instances where the individual shows the potential to effectively demonstrate teaching abilities appropriate to the assigned responsibilities, the University will provide support, such as access to the Center for Excellence in Teaching and Learning, as necessary to assist the individual with obtaining effective teaching abilities. At a minimum, the appointee shall hold the terminal professional degree in the field or equivalent stature by virtue of experience. Appointees will hold the rank of Professor but, while having the stature, will not have the rights that are limited to tenured faculty. Initial appointment is for periods up to five years, and reappointment is possible. This title does not carry tenure, nor does time served as a Professor of the Practice count toward achieving tenure in another title.
3. Adjunct - The prefix “Adjunct” before an academic title (e.g., “Adjunct Professor”) shall indicate a special appointment without eligibility for promotion and/or tenure. Persons appointed as adjunct faculty are persons possessing outstanding skills and/or experience who have offered to provide instruction, often without monetary compensation. Where an adjunct appointee receives monetary compensation from the University, the term of the appointment shall not exceed one fiscal year at a time. The rank accorded to an “Adjunct” appointee shall be granted based on the same criteria required for the University’s regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor, and Professor. An appointment to the rank of “Adjunct” Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President’s designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
4. Honorary Faculty Titles -There shall be two honorary titles: University Distinguished Professor and Faculty Emeritus. Recipients of these titles shall be designated in writing by the President.

- A. University Distinguished Professor -The title “University Distinguished Professor” shall be used in the designation of outstanding persons with careers of distinguished service characterized by scholarship and eminence on both a local and national level as adjudged by their colleagues. Recommendations for “University Distinguished Professor” shall originate with the Department Chair (with faculty input) of the candidate’s department and shall be forwarded to the Dean, to the Provost, and the President for the President’s decision.
  
- B. Faculty Emeritus - The status of emeritus may be granted to a retired tenured University faculty member who has provided a minimum of twenty (20) years of meritorious service to the University and shall be designated by the title of the rank held at retirement: Professor Emeritus, Associate Professor Emeritus or Assistant Professor Emeritus. Recommendations for emeritus status shall originate with the Department Chair (with faculty input) of the candidate’s department and shall be forwarded to the Dean, the Provost, and the President for the President’s decision.

IV. **PROMOTION AND TENURE**

Promotions and/or tenure shall require (i) the submission of an *Application*, (ii) satisfaction of the criteria for appointment, promotion and tenure as established by the Academic Department and approved by the Provost as consistent with the Criteria, and (iii) an affirmative written letter from the President granting promotion and/or tenure. Neither promotion nor tenure is automatic; nor are they achieved simply as a result of service to the University over a number of years. Similarly, successive reappointments or the completion of a specified period of service shall not confer a right to tenure. A candidate must instead meet the requirements for promotion and/or tenure as set forth in this *APT Policy*. Moreover, decisions regarding appointment, promotion and/or tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, as well as the goals and objectives of Academic Departments.

A. THE PROCEDURES TO BE FOLLOWED FOR REVIEW AND RECOMMENDATION OF PROMOTION AND TENURE

1. Application by the Candidate - A tenure-track faculty member wishing to be considered for promotion and/or tenure shall submit a fully completed, official *Application* and accompanying dossier no later than the third Monday in September of the academic year in which the faculty member is eligible for review as set forth in Section IV of this *APT Policy*. A faculty member who fails to submit a timely *Application* in accordance with the time frames set

forth in this *APT Policy* shall not be entitled to be considered for promotion and/or tenure. The Applicant for promotion and/or tenure shall be the Applicant's own advocate in the review process. The Applicant shall be responsible for the preparation, compilation, and submission of an extensive dossier.<sup>6</sup> Along with the *Application*, the Applicant shall submit a dossier to the Department Chair. If the Applicant is serving as Department Chair<sup>7</sup>, the Application and dossier must be submitted to the Dean of the School. In such cases, the Dean of the School must appoint a faculty member with equal or higher rank to the rank being sought by the Applicant to carry out the responsibilities bestowed upon the Department Chair in the promotion and tenure process per this *APT Policy*. The dossier shall contain the following:

- A. An up-to-date- curriculum vita,
- B. The most recent annual report,
- C. Peer and student evaluation,
- D. For Applicants who hold the rank of Professor, at least two letters from individuals external to the University who have evaluated the Applicant's scholarship:
  - i) The Department Chair, with the assistance of faculty who teach in the Applicant's subject area, shall compile a list of potential evaluators who are widely recognized authorities in the field and shall solicit letters of evaluation from at least four of them;
  - ii) The Applicant shall suggest the names of at least two qualified external evaluators whose names shall be added to the list compiled by the Department Chair; however, the Applicant may not contact evaluators to determine their willingness to provide information or inquire about the contents of the evaluation;
  - iii) The evaluators should be familiar with the Applicant's work, but not collaborators; and
  - iv) At least one of the letters and at least half of the requested letters shall be from persons nominated by the Applicant; and
- E. Other documentation the Applicant deems relevant to the Applicant's fulfillment of the Criteria.

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<sup>7</sup> Department Chair in this instance shall also include any Interim Department Chair.

2. Departmental Reviews and Recommendations

A. Departmental Promotion and/or Tenure Review Committee

- (1) Appointment and Composition – The Department Chair shall appoint the members of the Departmental Promotion and Tenure Committee (the “Departmental Review Committee”). The Departmental Review Committee shall consist of a minimum of three tenured faculty members who are senior or equivalent in rank to the rank being sought by the Applicant. In cases where the department has insufficient faculty who are senior to or equivalent in rank to the rank sought by the Applicant, faculty from a related field at the University shall be selected to serve on the Departmental Review Committee. The Department Chair may invite departmental faculty to provide suggestions for faculty in related fields.
- (2) The Department Chair shall transmit the Applicant’s dossier to the Departmental Review Committee.
- (3) The Departmental Review Committee shall review the dossier in accordance with the criteria for promotion and/or tenure as established by the Academic Department and approved by the Provost as consistent with the Criteria.
- (4) The Departmental Review Committee shall submit to the Department Chair, on forms developed by the Office of the Provost, a recommendation to grant or deny the *Application* based on those criteria.

B. Department Chair’s Review and Recommendation

- (1) The Department Chair shall receive the recommendation of the Departmental Review Committee and, only if the Department Chair is senior to or equivalent in rank to the rank sought by the *Applicant*, shall the Department Chair make a written recommendation to the Dean of the School.
- (2) The Department Chair’s recommendation, provided in accordance with Section IV(A)(2)(B)(1) of this *APT Policy*, shall take into consideration the recommendation of the

Departmental Review Committee and shall assess the quality of the Applicant's performance based upon the criteria set forth in this *APT Policy*.

- (3) The Department Chair shall forward to the Dean the following:
  - (a) The full dossier of each Applicant for promotion and/or tenure.
  - (b) The Departmental Review Committee's recommendation to the Department Chair including the vote of each member of the Departmental Review Committee.
  - (c) In accordance with Section IV(A)(2)(B)(1) of this *APT Policy*, a recommendation to grant or deny the *Application* based upon the criteria for reviewing applications for promotion and/or tenure to be provided on forms developed by the Office of the Provost.

### 3. School Reviews and Recommendations

#### A. School Promotion and /or Tenure Review Committee ("School Review Committee")

- (1) Composition and Appointment of Members – The School Review Committee shall be appointed by the Dean from a pool of faculty members of the School and shall consist of a minimum of three (3) members who are equivalent or senior in rank to the rank being sought by the Applicants. In cases where the School has insufficient faculty who are senior to or equivalent in rank to the rank sought by the Applicant, faculty from a related field at the University shall be selected by the Dean to serve on the School Review Committee.
- (2) The Dean shall provide the School Review Committee with:
  - (a) The dossiers of Applicants that have been reviewed by the Departmental Review Committees and the

Department Chairs of the departments within the School.

- (b) The recommendation of the Departmental Review Committee and the Department Chair for each Applicant.
- (3) The School Review Committee shall evaluate the materials provided by the Dean in accordance with the criteria established by the Academic Department and approved by the Provost as consistent with the Criteria.
- (4) On forms developed by the Office of the Provost, the School Review Committee shall submit to the Dean its recommendation to grant or deny the *Application(s)* based upon the criteria for review of *Application(s)* as set forth in this *APT Policy*.

B. The Dean

(1) For each *Application*, on forms developed by the Provost, the Dean shall forward to the Provost a recommendation to grant or deny the *Application*. In addition, the Dean shall submit to the Provost the recommendation of the Department Chair, the Departmental Review Committee, and the School Review Committee.

(2) No later than the third (3<sup>rd</sup>) Tuesday of the January after the *Application* is submitted, the Dean shall inform the Applicant whether the recommendations made by the Departmental Review Committee, the School Review Committee, the Department Chair (if eligible to vote), and the Dean were positive or negative (including specific information on the number of faculty who voted for tenure and/or promotion, the number who voted against, and the number of abstentions).

4. Provost - The Provost shall review the recommendation(s) of the Dean and the Dean's other submissions (as set forth in Section IV(A)(3)(B) above) and make a recommendation to the President. The Provost shall promptly notify the applicant in writing of the Provost's recommendation as well as the recommendations of the Department Chair and the Dean. Such notice(s) shall serve as the University's only official notice to the Applicant of the recommendations associated with the *Application*. In instances of a negative recommendation, the Provost shall advise the Applicant of their right to appeal pursuant to Section V of this *APT Policy*.
5. President - The President shall make the final decision on the Applicant's application for promotion and/or tenure and shall provide the Applicant with written notice of that decision.

## B. CRITERIA FOR THE REVIEW AND EVALUATION OF APPLICATIONS FOR PROMOTION AND/OR TENURE

The University has a threefold mission of instruction, research and service. In accordance with that mission, applicants for promotion and/or tenure are required to satisfy the criteria for promotion and/or tenure as established by the Academic Department and approved by the Provost as consistent with the Criteria. Applications for promotion and/or tenure shall be reviewed and evaluated in accordance with the criteria set forth below and other important institutional factors, including but not limited to: the University mission, program enrollment and interest, as well as the goals and objectives of Academic Departments.

### 1. INSTRUCTIONAL PERFORMANCE

Encompassed within the definition of "instructional performance" is student advising. Student advising is an essential and integral component of the instructional program. An Applicant who fails to provide substantial evidence of the satisfactory provision of student advising shall not be eligible for promotion and/or tenure. The Applicant's availability to, interaction with, and advisement of students (including the maintenance of regular office hours) are essential factors in satisfactory instructional performance as well as the satisfactory fulfillment of faculty contractual responsibilities.

- A. STUDENT EVALUATIONS – Student evaluations shall be an important factor in the assessment of an Applicant's teaching

performance. Student evaluations shall be reported on an instrument to be approved by the President or the President's designee. Student evaluation materials shall be examined for information regarding the strengths and/or weaknesses in the candidate's instructional performance.

- B. COURSE MATERIALS – Current syllabi, papers, laboratory assignments, or special teaching aids (including audio-visual materials, experiments, programmed learning devices and evaluation materials).
- C. TEXTS, MANUALS, OR OTHER WRITTEN INSTRUCTIONAL MATERIALS PREPARED BY THE CANDIDATE FOR THE TEACHING OF THE CANDIDATE'S COURSES.
- D. PUBLISHED INSTRUCTIONAL MATERIALS – Textbooks, anthologies, manuals, programmed learning materials, audio-visual programs, etc.
- E. OBSERVATION OF A CANDIDATE'S TEACHING – Applicants for promotion and/or tenure must permit observation of their teaching by the Department Chair and by faculty appointed by the Department Chair. The Department Chair may, but is not required to, notify the Applicant when classroom observation may occur. The evaluation form authorized by the Office of the Provost shall be utilized by the observer(s).
- F. SUPERVISION OF GRADUATE AND/OR UNDERGRADUATE STUDENT RESEARCH – The quality and/or quantity of quality dissertations, theses, or research papers of students supervised by an Applicant is pertinent to evaluating the Applicant's effectiveness in graduate and/or undergraduate instruction.
- G. PRACTICUM EXPERIENCES – Where the Applicant has been responsible for supervising student field experiences, practicum, clinical experiences, community engagement activities, design project and internships, the Applicant may provide information attesting to the nature and quality of the aforementioned activities.
- H. STUDENT ADVISING – Student advising is an integral part of the instructional program and the faculty member's availability to and interaction with students are important factors. Evidence of the maintenance of regular office hours is essential to satisfaction of this criterion.

- I. CURRICULUM INNOVATION AND DEVELOPMENT – The development and introduction of new course or new teaching techniques shall be important considerations.

## 2. RESEARCH (SCHOLARSHIP AND CREATIVE ACTIVITIES)

The professional quality of the Applicant's achievements shall be shown through such means as qualified peer evaluations, published reviews, external evaluations, grants, awards, or prizes. Other relevant documentations of research as appropriate (published reviews including publications where one's work is favorably cited, grants and contract proposals) should be submitted.

Both the quality and quantity of the Applicant's achievements should be examined. Both quality and quantity shall be based on the appointment, promotion and/or tenure criteria established by the Academic Departments and approved by the Provost.

### A. BOOKS, CHAPTERS IN BOOKS, ENTRIES IN ENCYCLOPEDIA ARTICLES AND ESSAYS IN REFEREED JOURNALS

- (1) Scope of the journal (international, national, regional, etc.),
- (2) Rigor of the journal or book reviewing process,
- (3) Publishing standards applied and the acceptance rate,
- (4) Citations or favorable review by the professional and academic communities;

### B. ARTICLES OR ESSAYS IN NON-REFEREED PROFESSIONAL JOURNALS AND MAGAZINES

- (1) Nature of the scholarly work,
- (2) Method for selecting materials to be published,
- (3) Standards applied in selecting materials,
- (4) Citation of favorable reviews by professionals or academic community;

### C. BOOKS, MONOGRAPHS, TEXTBOOKS AND EDITED VOLUMES FOR INSTRUCTION

- (1) Nature of the scholarly work,
- (2) Reputation of the publisher,
- (3) Professional reaction to the book, including citations, reviews, or other commentaries,
- (4) Recognition received by the book, such as awards and prizes,

- (5) Presentation of new data or new conceptual/theoretical formulations,
- (6) Adoption of the book by institutions; consideration is given to the quality of the adopting institutions and the number of adopting institutions.

D. CURRENT COMPUTER TECHNOLOGY, MULTIMEDIA AND SOFTWARE AND ITS SIGNIFICANCE IN FURTHERING THE KNOWLEDGE BASE, USE, AND APPLICATION OF THE TECHNOLOGY WITHIN THE COMPUTER INDUSTRY/FIELD

E. ABSTRACTS, BOOK REVIEWS, AND REVIEWS OF CREATIVE ACTIVITIES

- (1) Reputation or the professional importance of the publication,
- (2) Primary audience for the abstract or review;

F. PAPERS PRESENTED AT PROFESSIONAL CONFERENCES AND/OR MEETINGS:

- (1) Criteria for the selection and level of the conference (national, regional, or local),
- (2) Professional recognition (citations, publication in anthologies, abstracts, etc.);

G. ARTISTIC, PROFESSIONAL AND CREATIVE WORK:

While methods of appraisal may vary among disciplines, along with other methods of evaluation recognized in the profession, the following criteria are to be used:

- (1) Professional and scholarly rating of the publisher,
- (2) Reaction to the work (including reviews and commentaries by recognized critics in the field),
- (3) Recognition by way of reference in other journals or collected works,
- (4) Recognition of the work (awards and prizes);

H. PERFORMANCES AND EXHIBITS:

- (1) Nature of the performance or exhibit (e.g., solo, recital, exhibit, etc.),
- (2) Standing of the forum in which it was presented,
- (3) Scope of those participating (e.g., national or international),
- (4) Criteria for participation (invitational or competitive),

- (5) Evaluation of performance and exhibit reviews,
- (6) Reputation and reliability of the reviewers or commentators,
- (7) Comments or references from other professionals,
- (8) Awards, prizes, or other formal recognition;

I. GRANTS, FELLOWSHIPS, OR OTHER AWARDS TO CONDUCT RESEARCH OR CREATIVE ACTIVITY

- (1) Rigor and selectivity of the evaluation process for the awarding of grants or other support;
  - (2) Evidence that grants, fellowships, cooperative agreements, contracts and awards are based on the quality of past scholarly attainments, on performance under prior grants, or on other criteria which reflect the merit and standing of the grantee/awardee;
  - (3) Funded Awards – Cite the principal investigator(s) – all names and their roles that appear on the grant proposal, year, and duration of the award, percentage of Applicant’s participation, source (agency) of the award, and the amount. Identify whether the proposal addresses broadening participation or increasing engagement of underrepresented groups within one’s field, or otherwise advances knowledge about diverse populations, as defined by one’s field;
  - (4) Unfunded Awards – The Applicant can include unfunded grant applications and proposals that have been submitted but rejected (not funded) with proper documentation.
- J. OTHER – The Applicant can include documentation including but not limited to articles or essays in non-refereed publications, self-published materials, websites, or blogs; however, the weight given to that documentation may be as deemed appropriate.

3. Service

- A. The basic evaluation of service shall be made by the Department Chair and Departmental Review Committee based on knowledge of the Applicant’s service. In the dossier, the Applicant may provide documentation from other faculty members and professionals who are knowledgeable about the service activities of the Applicant.

- B. The Department Chair and Departmental Review Committee shall include in their evaluation the major service activities rendered by the Applicant and shall evaluate the effectiveness of that service.
- C. The Department Chair and the Departmental Review Committee shall evaluate and assess the service contributions of the Applicant and not merely to list the Applicant's service activities, including but not limited to the quality and effectiveness of the service contributions.
- D. The service activities of the Applicant being considered shall be those which assist in the conduct of the affairs of the University and those which involve the Applicant's use of expertise in the Applicant's field to benefit the larger community. In general, service activities shall be considered in three categories:
  - (1) SERVICE TO THE UNIVERSITY – These activities shall include committee work at the departmental, school, and University levels, as well as other special responsibilities or assignments that benefit the operation of the University.
  - (2) SERVICE TO THE PROFESSION OR DISCIPLINE – This includes holding offices in professional associations, acting as an editor or a manuscript reviewer for professional journals, organizing panels or other sessions at professional meetings, providing continual educational assistance to members of the profession, and engaging in other activities which strengthen the profession or discipline of the Applicant.
  - (3) PUBLIC SERVICE TO THE COMMUNITY INVOLVING THE APPLICANT'S USE OF EXPERTISE IN THE APPLICANT'S DISCIPLINE – This includes membership on public boards or commissions, consultations to government agencies or private institutions, and talks or presentations to public or private organizations. Particular consideration shall be given to faculty awareness of and contributions to the social, political, cultural, environmental and economic needs of the urban community.

V. **APPEALS PROCEDURES**

These appeals procedures apply only to tenure-track faculty as set forth in Section III.A of this *APT Policy* who have submitted timely *Applications*.

- A. **GROUND FOR APPEAL** – The grounds for appeal shall be based on claims asserted by the Applicant in the Applicant's written appeal which shall be based only upon:

1. An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed, and/or
2. An alleged failure by the reviewers identified in Section IV.A of this *APT Policy* to use the Criteria set forth in Section IV.B. of this *APT Policy* for determining an Applicant's qualifications for appointment, promotion, and/or tenure. The Applicant's dispute of the weight given to the Criteria by the Reviewers<sup>6</sup> is not a "failure to use" the Criteria and therefore is not a basis for appeal under this *APT Policy*.

B. PROCEDURE FOR APPEALS:

Appeal to the Provost

- A. An Applicant may appeal a negative recommendation by the Provost by filing a written appeal with the Office of the Provost within seven (7) working days of the date of the written notice of the Provost negative recommendation.
- B. The appeal letter shall state the grounds on which objections to the Provost's negative recommendation are made. The written appeal shall be limited to complaints of:
  - (1) An allegation that the procedures set forth in Section IV(A) of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
  - (2) An allegation that the Reviewers of the Applicant's dossier did not use the Criteria set forth in Section IV(B) of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the Criteria by the Reviewers.
- C. If the Provost receives a timely appeal in proper form, the Provost shall schedule a meeting with the Applicant in order to provide an opportunity to be heard regarding the issues raised in the Applicant's written appeal.

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<sup>8</sup> Reviewers are defined as persons designated in Section IV.A of this *APT Policy* to review the Applicant's dossier and to conduct a substantive review of the dossier. They include: Departmental Review Committee, Department Chair, School Review Committee, Dean, Provost and President.

- D. An appeal of an Applicant who fails to file a timely appeal shall not be considered.
- E. An appeal of an Applicant which fails to specifically set forth alleged procedural error with regard to the procedures set forth in Section IV(A) of this *APT Policy* or failure to follow Criteria set forth in Section IV.B of this *APT Policy* and facts upon which the allegation of procedural error or failure to follow guidelines are base shall not be considered.
- F. The Applicant may or may not wish to continue the appeals procedure following the meeting with the Provost. The Provost may choose to reconsider the negative recommendation after a review of the appeal.
- G. The Provost shall notify the Applicant in writing of the Provost's decision regarding the appeal. If the Provost elects not to change the negative recommendation, the Applicant may appeal to the President.

## 2. Appeal to the President

- A. If the Applicant wishes to appeal the Provost's negative recommendation to the President, the Applicant shall file a written appeal with the President. The written appeal must be received by the President within seven (7) working days after the Applicant has received written notice of the Provost's decision regarding the appeal. The written appeal to the President must set forth:

- (1) An allegation that the procedures set forth in Section IV(A) of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
- (2) An allegation that the Reviewers of the Applicant's dossier did not use the Criteria set forth in Section IV(B) of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the Criteria by the Reviewers.

### B. Appeals Committee

- (1) The President shall impanel an Appeals Committee which shall consist of not less than three (3) tenured full professors appointed by the President from a pool of five (5) tenured Professors elected by

the University-wide faculty at the first formal faculty meeting of the academic year.

- (2) Members of the Departmental and School Review Committees for Promotion and/or Tenure who reviewed the Applicant's dossier are not eligible to serve on the Appeals Committee for that Applicant.
- (3) Faculty shall not serve on the Appeals Committee for more than two consecutive terms.
- (4) The Appeals Committee may neither review the substantive evaluation of the Applicant's dossier nor the weight given the Criteria by the Reviewers. To the extent the Appeals Committee reviews the use of the Criteria for promotion and/or tenure, it shall only ascertain whether the Criteria were used.
- (5) The Appeals Committee shall review the Applicant's appeal letter to the President and determine whether the procedural error set forth in the letter occurred. The Appeal Committee's review is limited to:
  - (a) An allegation that the procedures set forth in Section IV(A) of this *APT Policy* were not followed, and/or
  - (b) An Allegation that the Reviewers of the Applicant's dossier did not use the Criteria set forth in Section IV(B) of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the Criteria by the Reviewers.
- (6) Members of the Appeals Committee are required to keep all Appeals Committee activities and recommendations strictly confidential.
- (7) The Appeals Committee may request from the Provost information regarding the procedures followed in processing the Applicant's *Application*.
- (8) Within (14) calendar days of being impaneled, the Appeals committee shall provide the President with a report which:
  - (a) Identifies each procedural error and/or failure to follow guidelines alleged by the Applicant, and/or

(b) States whether the Appeals Committee determined that the alleged violation(s) of this *APT Policy* occurred.

C. The President shall consider the Appeals committee report along with other facts relevant to the Applicant's Application for promotion and/or tenure. Based upon that review, the President shall determine whether a material error has occurred.

D. President's Final Decision

- (1) The President shall notify the Applicant in writing of the President's decision regarding the appeal. The decision of the President is final and binding on all parties. The President may affirm or reverse the President's original decision after considering the materiality of the procedural error or failure to follow criteria which are identified. The President's original decision is final unless reversed by the President.
- (2) The Applicant's initiation of the appeals procedure shall not dislodge or delay any formal notifications dealing with contract non-renewal or tenure denial actions.