

14. *Procedures for Promotion*

All parties shall adhere to the published university, college, and unit policies and procedures for promotion, tenure, and evaluation. *Any exceptions to these procedures, including deadlines, must be negotiated in advance between the parties involved.*

Candidates from any department/division in the college may make applications for promotion. Procedures may vary slightly from department to department, but generally the following procedures, approved by the dean and the faculty, must be followed.

- A. The candidate shall submit his or her application to the department chair/head of the academic unit for review at the departmental level by the department's deadline, using the procedures developed by the department.
- B. By September 15, the department chair/head of unit shall submit a letter of intent to the chair of the College PTE committee. This letter of intent shall inform the College PTE committee of the candidate's name and requested action and list the composition of the departmental level committee designated to evaluate the candidate's qualifications for promotion. In case no evaluation committee is identified, the College PTE Committee, in consultation with the candidate, the department chair/head, and the dean shall name such a committee. Should fewer than three qualified faculty members be available from the department, the College PTE Committee, in consultation with the qualified faculty, the candidate, the chair/head, and the dean shall name additional qualified faculty.
- C. On or before the first Friday of October, the department PTE committee shall send the candidate's complete(d) application and its recommendation regarding the application to the department chair/head for review, evaluation and recommendation. The chair/head shall forward the physical portfolio with the original application materials and both departmental recommendations plus an electronic copy of the portfolio to the Dean and the College PTE Committee no later than November 1.

After November 1, the addition of materials to the portfolio is limited by policy 352 (6.2 and 6.3).

- D. Upon receipt of the complete portfolio, the College PTE committee will independently review, evaluate, and vote on each candidate's application for promotion and/or tenure. The College PTE committee will prepare a written evaluation of the application, including recommendations and an explanation of the basis for them, which will be included in the candidate's application. The evaluation shall include the committee's vote tally. The evaluation by the College PTE Committee shall be added to the original application for subsequent submission to the Provost/Vice President for Academic Affairs no later than January 1.
 - 1. As per the Provost's annual PTE guidelines, the candidate must, *only upon request*, make available supplemental materials, such as, for instance, reprints, offprints, syllabi, or any other materials that illustrate the candidate's achievements in teaching, research/creative activity, and service, *and are referred to in the Portfolio*.
 - 2. When supplemental materials are made available to the Dean and the College PTE committee, they must be presented under separate cover with a table of contents and pertain to accomplishments documented in the portfolio.

A simple majority vote of the entire College PTE Committee shall be sufficient to carry any motion or decision. Abstention from voting shall be left to the discretion of each committee member. Members of the college committee who have deliberated or voted on the promotion/tenure of a candidate at the department level shall recuse themselves from the deliberations and vote by the College PTE Committee. Likewise, members of the college

committee whose spouse or partner is a candidate for promotion/tenure shall recuse themselves from the deliberations and vote by the College PTE Committee.

Faculty members being considered for promotion may not serve on departmental or college PTE committees during the academic year they are under consideration.

A copy of the evaluation by the College PTE committee shall be sent to the dean, the chair/head of the academic unit and the candidate.

- E. Independent of and concurrent with the review being conducted by the College PTE committee, the College Dean shall review the application and prepare a separate written evaluation, including recommendations and an explanation of the basis for them, which will be included in the candidate's application for subsequent submission to the Provost/Vice President for Academic Affairs. A copy of the Dean's report shall be sent to the College PTE Committee, the chair/head of the academic unit, and the candidate.

The dean shall forward the original application, including both recommendations, to the Provost/Vice President for Academic Affairs no later than January 1.

- F. Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's application before the application is sent forward to the next level of review. At the time that any written materials are added to the candidate's application, copies of the added material must be sent to the candidate and to all previous and subsequent points of evaluation. The candidate shall have fourteen calendar days to respond in writing to the additional materials.

All written materials submitted to the College PTE Committee will be subject to the North Dakota Open Records Act. The Committee will comply with the North Dakota Open Meetings Act and hold either open meetings (subject to the requirements for public notice and open roll call votes, and subject to attendance by members of the public) or executive sessions (subject to the right of a faculty member whose promotion will be considered during a particular session to request that meeting to be open).

- G. The candidate retains the option of withdrawing the application from consideration at any stage of the process.
- H. Administrative deadlines, procedures or requests for reconsideration, mediation, appeals and grievances may be found in the following policies:
- 350.1 Board Regulations on Academic Freedom and Tenure, Academic Appointments (http://www.ndsu.edu/fileadmin/policy/350_1.pdf)
 - 350.2 Board Regulations on Standing Committee on Faculty Rights; Special Review (http://www.ndsu.edu/fileadmin/policy/350_2.pdf)
 - 350.3 Board Regulations on Nonrenewal, Termination or Dismissal of Faculty (http://www.ndsu.edu/fileadmin/policy/350_3.pdf)
 - 350.4 Board Regulations on Hearings and Appeals (http://www.ndsu.edu/fileadmin/policy/350_4.pdf)
 - 350.5 Mediation (http://www.ndsu.edu/fileadmin/policy/350_5.pdf)
 - 352 Promotion, Tenure and Evaluation (<http://www.ndsu.edu/fileadmin/policy/352.pdf>)
 - 353 Grievances – Faculty (<http://www.ndsu.edu/fileadmin/policy/353.pdf>)

These policies include sections written in *italics* that specifically apply to NDSU.