

Steve Hicks School of Social Work
Process for Promotion and Tenure Reviews
Allan Hugh Cole Jr., Executive Committee Chair
September 2019

1. Appointment of the Review Committee (Spring preceding the year of review)
 - The chair of the Executive Committee (EC) appoints three members of the tenured faculty to serve on the review committee. Typically, one member of the review committee is also a member of the EC. The chair then reports this information to the EC
 - The chair of the EC meets with the review committee to go over the University's promotion and tenure process, and then briefs the review committee on what members of the University's Promotion and Tenure Committee have highlighted at its annual open meeting to discuss promotion and tenure matters
 - The University's Promotion and Tenure Committee includes the President, Provost, Dean of the Graduate School, Dean of the School of Undergraduate Studies, and the Vice President for Research
2. The Review Committee (Spring preceding the year of review)
 - Meets with the faculty colleague being reviewed to discuss the process and the preparation of the candidate's dossier
 - Reviews each component of the dossier and drafts a report, focusing on three primary areas of evaluation: research/scholarship, teaching, and service
 - Presents review report to the EC, with the review committee chair, or designee, present for consultation
3. The Executive Committee (September/October)
 - Upon receiving the review report, the EC discusses it and provides feedback to the review committee, which results in the drafting of the final report
 - Votes on whether to recommend promotion and/or promotion and tenure, and refers this vote and the review report to the Dean
4. The Dean (October/November)
 - Receives the recommendation from the EC, ***requests a vote of the tenured faculty**, and sends a letter to the University's Promotion and Tenure Committee that includes the recommendation of the EC, ***the tenured faculty's vote**, and his/her own recommendation. Note that full professors vote on tenure decisions and promotion to full professor, and associate professors vote on tenure decisions
5. University's Promotion and Tenure Committee (January and February)
 - Makes a decision on tenure and promotion, and communicates the decision to the Dean
6. The Dean (February)
 - Shares the decision with the faculty member under review

*Reflects newly proposed step in the process