

Transmittal Form for Tenure[[1]](#footnote-1) and/or Promotion[[2]](#footnote-2) Application

|  |  |
| --- | --- |
| Name: Click here to enter text. | Degree(s): Click here to enter text. |
| Department/Division: Click here to enter text. | College/School/Unit: Click here to enter text. |
| Initial Rank: Click here to enter text. | Date of Initial Rank: Click here to enter a date. |
| Current Rank: Click here to enter text. | Date of Last Promotion: Click here to enter a date. |
| Tenure1 Requested: [ ]  Yes [ ]  No  |  |  |
| Promotion2 Requested: [ ]  Yes [ ]  No  | Proposed Rank: Click here to enter text. |
|  |  |  |  |

Recommendations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tenure1 | Promotion2 | Signature | Date |
| Department Committee | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No  |  |  |
| Department Chair | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No  |  |   |
| College/School/Unit Committee | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No  |  |  |
| Dean | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No  |  |  |
| University Committee | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No  |  |  |

**Procedures for Tenure[[3]](#footnote-3) and/or Promotion[[4]](#footnote-4) Decisions**

**for Faculty Members Represented by the UDMPU**

I. **Provisions of the Agreement**

The Collective Bargaining Agreement between the University of Detroit Mercy and the UDMPU contains the provisions about the probationary period, termination notice, tenure/continuous employment, and the McNichols Tenure and Promotion Committee.

Please refer to the relevant provisions of the Agreement listed below for your convenience:

5.5 Faculty Appointments

5.6-5.8 Probationary Period

5.9 Policies Regarding Review of Promotion and Tenure/Continuous Employment/Renewable Contracts

5.10 Termination and Notification of Probationary Employees

5.11 Continuation of Employment for Tenured Employees

5.12 Continuous Employment for Clinical-Track Faculty

5.13 Renewable Contracts for Lecturers

5.14 Renewable Contracts for Clinical Instructors

II. **Granting of Tenure3**

A. All bargaining unit faculty members who are currently in a probationary status and are in their sixth probationary year at the University of Detroit Mercy must be considered for tenure. To be eligible to apply for tenure, a full-time faculty member shall be in the sixth year of their probationary period at Detroit Mercy, and shall have fulfilled the minimum qualifications for the appropriate rank as outlined in Article 5.5. Meeting the minimum qualifications does not ensure attainment of tenure.

B. The review of an application for tenure/continuous employment in the *fifth year* of a faculty member’s probationary period at Detroit Mercy shall be regarded as a rare and extraordinary action, to be considered only in compelling circumstances for probationary faculty on the tenure-track or clinical-track who meet the eligibility criteria identified below.

1. Eligibility to Apply: Only faculty who have successfully completed their Mid-Tenure Review and have received the highest rating in all areas of evaluation may petition to be considered for early tenure/continuous employment. A faculty member who satisfies the above criterion and wishes to be considered for early tenure shall submit a written petition to the Dean of their College/School/Library no later than April 15 of their fourth probationary year. The faculty member shall provide clear justification, with relevant documentation, to demonstrate a record of extraordinary accomplishment that can be readily distinguished from strong cases.
2. The Dean of their College/School/Library shall provide written notification to the petitioning faculty member, with copies to the relevant department chair, no later than May 15 of the faculty member’s fourth probationary year. Approval of a petition to apply shall not be considered an approval of any subsequent tenure/continuous employment application submitted by the faculty member. Denial of a petition shall be without prejudice to the sixth-year tenure/continuous employment application submitted by the faculty member.

C. In making its tenure decision, the University will consider each candidate in relation to the criteria shown in Section IV. These criteria shall be determinant in the decision to grant tenure and/or promotion.

III. **Awarding of Promotion[[5]](#footnote-5)**

A. Promotion to rank of Tenure-Track Associate Professor shall be simultaneous with award of tenure. Promotion to rank of Clinical-Track Associate Professor shall be simultaneous with award of continuous employment.

B. Application for tenure and/or promotion shall be initiated by an individual faculty member.

C. Minimum Time in Rank:

1. An Assistant Professor shall remain in that rank until considered for tenure (normally in their 6th year; in their 5th year as a rare and extraordinary action).
2. An Associate Professor shall remain in that rank for eight years before consideration for promotion to Professor.
3. A Lecturer or Clinical Instructor shall remain in that rank at least until considered for post-probationary multi-year contracts in their 6th year. Promotion to Senior Lecturer is **not** necessarily simultaneous with, or part of the application for, post-probationary multi-year contracts.

D. In making its promotion decision, the University shall consider each candidate in relation to the criteria shown in Section IV and the needs of the institution. These criteria shall be determinant in the decision to grant promotion and/or tenure/continuous employment.

IV. **Criteria**

The general criteria for tenure or promotion in academic rank are teaching, scholarly research, and service:

1. Consistent high quality teaching, substantiated by evaluations from the dean (or designee), peers, and summaries of student evaluations.

2. Scholarly research recognized and demonstrated, as appropriate to the applicant's discipline.

3. Service to the college/school, the University, the profession, and the community, in accord with the needs of the unit and the University's mission and goals.

4. Successful completion of the assignments made in accordance with paragraph 6.2 "Professional Responsibilities".

***Teaching*** is based upon knowledge of current scholarship in the field, clarity of objectives, care and depth in preparation of courses, pedagogical skills, creativity in the classroom, and student response. Also considered are: student advising, independent study and student research, assisting and supporting students in other ways, independent study to improve teaching, and developing courses and curricula. Teaching is given more weight than the other criteria.

***Scholarly research*** is an innovative and creative effort, done independently or collaboratively, that results in publication, presentation or documentation recognized by professionals as contributing to the profession and/or state-of-the-art. Research efforts must be continuous, organized, and conducted with some stated purpose. Scholarly research is necessary for a modern University, improves quality of teaching, and is recognized as an important part of a faculty member's workload.

***Service*** is evidenced by working on departmental, college and University committees; participating in professional organizations, working with other faculty on interdisciplinary projects; coordinating programs; assisting with recruitment, retention, public relations and/or fundraising activities; participating in campus/student activities; attending ceremonies which are central to University life; and participating in volunteer activities in accord with the University's mission.

More specific interpretations of these criteria for each college/school are published by the college/school/unit.

**Dossier Preparation & Process for Tenure and/or Promotion Decisions**

**PART A – APPLICANT INFORMATION**

All faculty members who are applying for tenure and/or promotion must have the following items in their dossiers:

A. Faculty Activities Report

It is the faculty member's responsibility to submit the following material:

1. Completed application form.

2. Current curriculum vitae.

3. Summary of publications, proposals submitted, and research from date of last promotion, or date of first appointment if seeking first promotion or tenure.

4. Summary of activities in professional and community service.

5. Summary of departmental, college/school/academic unit, and University service.

6. Copies of publications, proposals or other work documenting research should be available upon request to those making evaluations.

B. Summary of Student Evaluations

Academic deans will be responsible for conducting and compiling the submitted student evaluations of all courses and providing summaries of statistical information and comments. A dean may involve department chairpersons and/or departmental committees in preparing the summaries. Faculty may review the course evaluations after the close of the academic term in which the student evaluation was made and enter any comments relevant to the evaluation into their files.

C. Certification/Submission of the Dossier

The faculty member must certify, by signature, that the activities report is accurate and complete, and that all available student evaluations are included.

D. Recommendations for Dossier Preparation: See Appendix A

**PART B – CHANGE IN STATUS RECOMMENDATION/PEER EVALUATIONS**

A. Departmental Recommendations and Evaluations

In colleges or schools where it is appropriate, departmental committees and/or department chairpersons will review and evaluate nominees from their department. The evaluation should consider all pertinent information related to the criteria in Section IV of the Procedures for Tenure and/or Promotion Decisions. Formal written evaluations by departmental committees and department chairperson, where they exist, shall be submitted to the academic dean after reviewing the activities report, student evaluations and other pertinent information. Complete and sign the cover sheet provided by the Office of Academic Affairs.

B. College or School Committee Evaluations and Recommendations

It is the responsibility of the college committee to submit an evaluation of the faculty member's performance based on a review of the dossier, faculty activities report, student evaluations, departmental evaluations, and/or other peer evaluations.

This evaluation must be conducted with reference to the college or school standards and objectives as well as the criteria in Section IV of the Procedures for Tenure and Promotion Decisions. Recommendations must be forwarded to the academic dean. Complete and sign the cover sheet provided by the Office of Academic Affairs.

The college committee should be constructed to reflect professional experience, sound academic judgment, critical peer evaluation and appropriate discipline representation.

During peer evaluations the faculty member should have the opportunity to clarify his activities report at the request of the committees.

C. Dean's Evaluation and Recommendation

It is the responsibility of the Dean to:

1. Review the candidate's performance and the recommendation of the committees.

2. Seek additional peer evaluation outside the department and outside the University when appropriate.

3. Complete and sign the cover sheet provided by the Office of Academic Affairs.

4. Make a recommendation to the Provost and Vice President for Academic Affairs accepting or denying the candidate's application for promotion and/or tenure.

D. McNichols Tenure and Promotion Committee Recommendation and Evaluation

It is the responsibility of the McNichols Tenure and Promotion Committee (UTPC) to make a recommendation to the Provost and Vice President for Academic Affairs concerning:

1. All advancements in academic rank.

2. The granting of tenure to all employees.

3. The Committee should receive and review the complete dossier from the college committee prior to making its recommendations.

E. Appeal for Review of Decision

Faculty who have been denied tenure and/or promotion shall have the right to file an “Appeal for Review of Decision.” The appeal process and timelines shall be as outlined in Article 5.9(f)(ix) of the 2016-2021 Detroit Mercy-UDMPU Collective Bargaining Agreement

August 2006

Edited August 2010

Edited August 2017

**APPENDIX A:**

**PREPARATION OF DOSSIER FOR TENURE/PROMOTION APPLICATION**

This memorandum is a companion document to those of the UDMPU Collective Bargaining Agreement, the colleges and school, and the departments and programs concerning promotion and tenure criteria and procedures.

1. Dossier format requirements:
* Use a 3-ring binder.
* Provide a table of contents
* Identify the candidate’s name on the front and side of the binder.
* Number all pages consecutively except appendices.
* Provide separate and clearly marked sections for the content requirements.
1. Dossier content requirements:
* Complete, career curriculum vitae:
	+ - Include education, professional experience, professional certification/licensure, awards/honors, and memberships in academic/professional/scholarly organizations and societies.
		- Distinguish between refereed and non-refereed publications. For multiple-authored works, a candidate might wish to briefly indicate their role/responsibility. A candidate might also wish to distinguish work conducted with students.
		- Distinguish between refereed and invited presentations. A candidate might also wish to distinguish work presented with students.
		- Distinguish between internally funded and externally funded research grants/contracts.
		- Distinguish between Detroit Mercy, professional, and community service.
* Candidate statement:
	+ - A statement that contextualizes a candidate’s previous work, accomplishments, and future goals in teaching, scholarly research, and service.
* Syllabi for all courses taught at Detroit Mercy.
* Course evaluations for every course taught at Detroit Mercy (since arriving at Detroit Mercy or since a candidate’s last promotion). If syllabi are not available for any courses, provide an explanation.
* Other evidence of teaching accomplishments, if available (e.g., peer or administrator observation, teaching portfolio).
* Evidence of contributions to course/program/curriculum development.
* Evidence of student academic advising accomplishments.
* Copies of publications and evidence of creative works.
* Abstracts of funded grant proposals.
* Evidence of service accomplishments (Detroit Mercy, professional, community).
1. Dossier content recommendations:
* External reviews of scholarly research that are solicited by the department chair or dean are urged. Such reviews serve to provide an evaluation of the quality and impact of the candidate’s scholarly research from the perspective of a qualified individual in the candidate’s field. Such letters should be solicited from individuals at “arms length” from the candidate. The process for selecting external reviewers should be established at the most local level possible (i.e., department or school/college) through a process that involves the candidate (e.g., the candidate provides the names of potential reviewers, the department provides the names of potential reviewers, both lists are discussed with the candidate, and at least a certain number of reviewers are selected from the candidate’s list). If such letters are included, each letter should be supplemented with a brief biography of the reviewer.

 IV. Guidance for preparation

* Dossier review occurs at different levels. Colleagues at the program or departmental level will likely have the clearest understanding of a candidate’s field. As the submitted file is reviewed beyond the department level, committee members and administrators are increasingly less likely to be familiar with the content and conventions of the candidate’s discipline. It is in the candidate’s best interest to prepare the dossier so that the accuracy, thoroughness, quality, and impact of the candidate’s work can be well understood at all levels of review.
* Provide evidence that documents that supports statements and descriptions of accomplishments. Participation and contributions. Provide documentation that provides evidence of outcomes of a candidate’s work. For example, thank-you letters from chairs of committees on which a candidate has served document a candidate’s participation but when such letters acknowledge a candidate’s particular contributions to the committee’s accomplishments, it shows the outcomes of a candidate’s work.
* Seek feedback before finalizing the dossier. Prior to preparing the dossier, review recently submitted dossiers of colleagues. Share drafts of the dossier with colleagues for feedback to assure that the information is prepared in a manner that facilitates review. Take care to be precise, concise, thorough, and selective. Reviewers at all levels want the dossier to be easy to negotiate through the submitted materials.

August 2008

Edited: August 2009

Edited: August 2010

Edited: August 2011

Edited, August 2013

Edited, September 2014

Edited August 2017

1. The term “tenure” is used as a shorthand in this document. For tenure-track faculty, it refers to tenure (with simultaneous promotion to rank of Associate Professor); for clinical-track faculty, it refers to continuous employment (with simultaneous promotion to rank of Associate Professor); for lecturers and clinical instructors, it refers to post-probationary multi-year contracts. [↑](#footnote-ref-1)
2. For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For lecturers, promotion shall be to the rank of senior lecturer. [↑](#footnote-ref-2)
3. The term “tenure” is used as a shorthand in this document. For tenure-track faculty, it refers to tenure (with simultaneous promotion to rank of Associate Professor); for clinical-track faculty, it refers to continuous employment (with simultaneous promotion to rank of Associate Professor); for lecturers and clinical instructors, it refers to post-probationary multi-year contracts. [↑](#footnote-ref-3)
4. For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For lecturers, promotion shall be to the rank of senior lecturer. [↑](#footnote-ref-4)
5. For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For lecturers, promotion shall be to the rank of senior lecturer. [↑](#footnote-ref-5)