

Volume A2: Academics	<p style="text-align: center;">A2.02.4 Promotion of Associate Deans</p> <p style="text-align: center;">Effective Date: 09/01/2022</p>	Responsible Office: Academic Affairs
Chapter 02: Faculty		Responsible Officer: Provost and Vice President for Academic Affairs

POLICY STATEMENT

Associate Deans of academic colleges and the Library will be reviewed for promotion using a process that acknowledges their place as faculty whose primary duty is administrative.

PURPOSE OF THE POLICY

This policy standardizes the process for the promotion of Associate Deans to full professor.

WHO IS AFFECTED BY THIS POLICY

All Associate Deans applying for promotion are directly affected by this policy. Deans, the Associate Dean Personnel Committee, the Provost, and President are indirectly affected by this policy.

DEFINITIONS

Promotion refers to an increase in academic rank.

PROCEDURES

A. APPLICATIONS FOR PROMOTION

1. An Associate Dean shall be eligible for consideration for promotion to full professor if they meet the educational and years of service requirements established by the Board of Trustees (BOT). Associate Deans applying for promotion will submit a complete portfolio to the Associate Dean Personnel Committee (ADPC) made up of 3 tenured members of their disciplinary department and 1 associate dean from each of the remaining academic colleges or the Library, using the timeframe for faculty promotion established annually by the Provost/Vice President of Academic Affairs. Portfolios must demonstrate the Associate Dean has satisfied the Departmental Application of Criteria (DAC) for the department/program. Although the specific duties of the Associate Dean are considered within the category of Teaching and Primary Duties, the Associate Dean should include other specific accomplishments in the area of Teaching and Primary Duties. Accomplishments and activities should be included in the categories of Research/Creative Activities and Service as appropriate. Specific accomplishments may include activities undertaken or facilitated by the associate dean that have promoted or advanced teaching, execution of primary duties, scholarship, and/or service in their departments or units.

2. The ADPC will consider applications for promotion submitted by an Associate Dean based on the evaluation criteria established by the appropriate DAC. The ADPC will add its written recommendation with substantiation to the portfolio before submitting the portfolio to the Dean using the same deadline for sending faculty portfolios for promotion and/or tenure to the Dean.



3. The ADPC will consider applications for promotion based on the criteria established in each Associate Dean's job description. This committee will be formed to represent the three colleges and the Library in the University and will be comprised of:

- Three tenured faculty from the candidate's department
- One associate dean from each of the remaining colleges or the Library

4. Selection of the ADPC will be held when required. Only tenured faculty are eligible to serve on the committee. Written recommendations with substantiation from the ADCP will be added to the portfolio and submitted to the applicant's Dean using the same deadline for sending faculty portfolios for tenure and/or promotion to the Dean. If there are not enough tenured faculty members from the candidate's disciplinary department to serve on the committee, the department chair in conjunction with the dean will select tenured faculty to complete the members from the candidate's committee. Since the Associate Dean of Libraries also serves as the Department Chair, only the Dean of Libraries will select the tenured faculty for the committee.

5. The Provost reviews the applicant's portfolio as well as the written recommendations of the ADPC and Dean.

6. The Provost evaluates the application for promotion and accompanying materials, and submits a written recommendation with substantiation to the President of the University using the same deadline for sending faculty portfolios from the UPC to the Provost.

7. The President of the University evaluates the application for promotion by the associate dean, as well as accompanying materials, and files a decision. In the case of tenure, the President evaluates the application and accompanying materials, and submits a written recommendation to the Board of Trustees.

B. RECONSIDERATION OF NEGATIVE RECOMMENDATIONS

A copy of the written evaluation shall be added to the applicant's portfolio and shall also be provided to the applicant within three working days of the evaluation. In the event of a negative recommendation by the ADPC or the Dean, the applicant may submit a written request with documentation for reconsideration within five working days of receipt of the negative recommendation. The request shall be granted and the ADPC or Dean shall provide a copy of the promotion reconsideration, with supporting reasons based on the DAC and Associate Dean's job description, to the applicant within ten working days. All written reconsiderations and substantiations are also added to the applicant's portfolio and submitted to the applicant as well as the next level of evaluation within ten working days. Within two working days of receipt of the result of reconsideration, the applicant may withdraw their application for consideration for promotion by written notification to the Dean.

C. SALARY INCREASES

Increases in salary for promotions of Associate Deans will be at least commensurate with the increments afforded faculty members, will be the same for all associate deans, and will be determined by the President in consultation with the Provost.

AUTHOR REFERENCE

Promotion and Tenure of Department Chairs, August 27, 2013

HISTORY

Conforms to Regulations of the Board of Trustees, pp. 22-25, April 7, 1998

CONTACT INFORMATION



Please direct questions or concerns about this policy to:

Contact	Phone	Email
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DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.