

Appendix A.

HUMANITARIAN UNIVERSITY PROMOTION AND TENURE POLICY

In making its appointments, reappointments, and promotions, including tenure, Humanitarian University, in compliance with state and federal law, does not discriminate in admission, employment, or administration of its programs and activities on the basis of sex, sexual orientation, gender identity, gender expression, national or ethnic origin, race, color, religion or creed, age, or disability. It does not consider other factors unrelated to the educational objectives of the University. Nor does it discriminate on those grounds in determining salaries, fringe benefits, or any other terms, conditions, or privileges of employment.

In considering appointments, reappointments, and promotions, each Department's Promotion and Tenure Review Committee (PTRC) reviews recommendations from members of the department and the candidate's dossier, including scholarship and statements from external referees, and transmits its recommendations to the dean of the relevant College (e.g., College of Arts and Sciences, College of Engineering, etc.), who makes a recommendation to the Provost. The Provost in turn makes a recommendation to the President and Board of Trustees for final action.

The PTRC reviews the performance and progress of each non-tenured faculty member each fall, whether or not a reappointment decision is pending, when it considers the annual staffing reports submitted by the departments. The role of the PTRC is an active one; it does not simply "register" departmental recommendations. Members of the faculty are encouraged to keep their personnel files in their departments and in the Office of the Dean of the each College up-to-date with respect to both their extramural professional activities and their College responsibilities. The Dean of each College circulates a form each year to assist the faculty in keeping these data current.

The criteria by which the PTRC judges a candidate for reappointment or promotion in the professorial ranks are the following: (1) significant scholarship and a demonstrated capacity to contribute to scholarship in the faculty member's field; (2) sustained excellence in teaching; and (3) substantial community service – student advising, committee service, and so forth. Each department establishes its own specific criteria related to satisfying these standards. Given the shifting needs of the University and the differing circumstances of departments, no precise "weights" can be attached to each of these three areas. Of the three, however, it may be said that the first two are of central importance, and exceptional strength in both is usually a requirement for appointment to tenure.

The decision on whether to recommend promotion to tenure for a faculty member is a comparative and prospective one. There is no presumption in favor of reappointment with continuous tenure; recommendations must be seen as part of the University's, and each

College's, effort to identify and retain the best qualified faculty within its means. The decision reflects a comprehensive judgment about past performance and future potential based on the particular combination of strengths demonstrated by the individual in relation to the University's and College's needs.

Quite apart from the merits of individual candidates, decisions affecting tenure are subject to such structural considerations as the University's future curricular needs, including the requirements of special strengths within a field and shifts in student interests, the number and age of tenured professors already in the department, the overall demand for staff in the University's total program, and budgetary considerations. The University does not, however, have a tenure quota, and structural considerations are rarely the overriding factor in a negative tenure decision. Still, the standard of evaluation for teaching, scholarship, and service does become stricter when structural factors do not favor appointment to tenure. Should it become clear at any point in the career of a non-tenured faculty member that a stricter standard will most likely need to be applied, the faculty member's yearly letter of evaluation will include a statement to that effect. For these reasons, as well as those noted in the paragraph above, a decision not to make an appointment to tenure in a particular case should not necessarily be taken to reflect a negative judgment of an individual's performance.

The Dean of each College and the elected members of the Promotion and Tenure Review Committee hold an extended meeting with all second-year assistant professors to discuss matters related to the reappointment and promotion process. Non-tenured faculty members are also welcome at any time to discuss with their department chair or the Dean of the College matters related to the University's reappointment and promotion policies and procedures.

Promotion from associate professor to professor also depends on an assessment of scholarly achievement, teaching effectiveness, and contribution to the needs of the University community. The PTRC conducts a formal review of the performance of associate professors during their fifth year in rank and the Dean of each College discusses the results of this review with each associate professor in that College.