

REVISION TO FACULTY HANDBOOK
*(Change Section E and Addition of New Section F of Chapter 4 –
The Ordinary Faculty)*

E. *Procedures for Promotion in Rank*

It is the responsibility of each faculty member to apply for promotion in rank. If the faculty member feels that special circumstances warrant consideration for promotion earlier than the normal time of first eligibility, he or she may elect to apply to the College Rank and Tenure Committee for promotion in an earlier year. The denial of promotion in an earlier year shall not prejudice the member's candidacy for promotion in a subsequent year.

Ordinarily promotions to Assistant Professor are made by the Vice President for Academic Affairs following consultation with the Dean of the appropriate College according to the norms given in this Chapter, Section A-2. The Dean will consult with the departmental chairperson, area coordinator or faculty for advice concerning these promotions.

Promotion decisions to Associate Professor and Professor are made after the College Rank and Tenure Committee has completed its review and made its recommendations.

Each year approximately one month following the opening of the fall semester, the Vice President for Academic Affairs notifies the several Deans of those faculty members who are first eligible⁴ for consideration for promotion. Ordinarily, Assistant Professors are expected to have at least three years of service and Associate Professors five years of service in rank at this University, or one of equal standing, to be considered first eligible.⁵

The Dean will give the faculty member timely notice concerning the beginning of the promotion review process. Each Dean shall give the faculty members (1) written notice that they are eligible to be considered for promotion; (2) any existing university, college or department criteria for promotion; and (3) information concerning the promotion evaluation process. This notification shall afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. This notification shall be sufficiently in advance to afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. Materials shall be submitted to the College Rank and Tenure Committee on or before November 1. In the College of Arts and Sciences, the tenured members of the Department will review these and other relevant materials and submit their recommendation to the College Rank and Tenure Committee.

All materials submitted to the College Rank and Tenure Committee and all deliberations of the Committee shall be kept confidential.

The College Rank and Tenure Committees will begin review on or before November 1 of each year. Each College Rank and Tenure Committee shall have the discretion to solicit

other information that it deems pertinent to adequate consideration of the case under review. Following thorough review of all information, the College Rank and Tenure Committee will send its recommendation and its rationale in writing and the entire written record to the Dean and the candidate for promotion on or before January 1.⁶ In the case of a negative recommendation by the College Rank and Tenure Committee, the candidate may, within ten business days from the time written notice of the recommendation is sent to the candidate, submit a written request for reconsideration with reasons and supporting documents as appropriate. If the candidate requests reconsideration, the College Rank and Tenure Committee must complete its consideration of the petition for reconsideration and submit its written report to the Dean and the candidate within ten business days from the date the request for reconsideration is sent. On or before February 15, the Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs after consultation with the President, agree, the case is settled and the candidate for promotion shall be so informed in writing by the Vice President for Academic Affairs, no later than April 1. In the case where one or more of the parties votes against granting promotion, the promotion is denied, and the candidate shall be so informed in writing by the Vice President for Academic Affairs, no later than April 1. The candidate for promotion shall submit a written appeal setting forth the reasons for the appeal to the University Rank and Tenure Committee by May 1. The University Rank and Tenure Committee shall consider the case in its entirety and forward its recommendation and rationale in writing to the President, to the candidate, to the Dean, to the College Rank and Tenure Committee and to the Vice President for Academic Affairs by June 30. The President determines the matter.

In the event the President does not concur with the recommendation of the University Rank and Tenure Committee, he will give the candidate, the University Rank and Tenure Committee, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs his reasons in writing by July 31. At any stage of the process the candidate may supplement the record by submitting a written response to the recommendation, which may include new additions to the record.

F. Effective Date of Promotion

The effective date of an approved promotion will be the first day of the subsequent Academic Year. Promotion salary increases will be effective at the same time.

⁴ In the School of Law normal practice is for the Associate Professor to be first eligible for consideration for promotion to professor after completing three years of service in rank; two years of service in rank is the minimum in exceptional cases.

⁵ Academic and sabbatical leave periods at Loyola University shall be accepted as qualified service for promotion.

⁶ For the School of Law, on or before March 15.