



## **NON-TENURE TRACK PROMOTION POLICIES AND PROCEDURES**

### **1. GENERAL**

- 1.1 This document defines policies and procedures regarding the promotion of Bauer College of Business non-tenure track promotion eligible (“NTT-PE”) faculty. These policies apply to all three categories of NTT-PE faculty described in University policies (Instructional, Clinical, Research). Promotion for all NTT-PE faculty embodies earned rights, privileges, and obligations that are vested in recognition of the achievement of excellence in teaching, scholarship and service. The assessment of quality and the nomination to rank status is a faculty function and represents the ultimate responsibility in the concept of faculty governance.
- 1.2 Promotion is awarded on the basis of the cumulative contributions that have been made to the institution and the profession and on the basis that there is every expectation of such contributions in the future.
- 1.3 Promotion from (Instructional, Clinical, Research) Assistant Professor to (Instructional, Clinical, Research) Associate Professor is a decision typically made in the sixth year of a faculty member's probationary appointment. University policies governing Time in Rank govern exceptions.
- 1.4 Unless otherwise stipulated in the offer letter at the time of hire, an NTT-PE Assistant Professor who begins employment in January shall be reviewed for promotion in the sixth complete academic year of employment (i.e., after five and one-half years of a probationary appointment) unless an earlier review is requested.
- 1.5 NTT-PE Associate Professors may request a review for promotion to NTT-PE Full Professor in any year, provided the request is made by the date specified later in this document.
- 1.6 Other documents governing promotion include the University of Houston *Faculty Handbook* concerning grievances and the Office of the Provost's *NTT Faculty Policy*. Should College and University policies conflict, University policies shall prevail.

- 1.7 This document also describes College procedures for reviews during an NTT-PE faculty member's probationary appointment.
- 1.8 The Bauer College Associate Dean for Academic Affairs shall no later than May 10 each year prepare a schedule of all dates relevant to the review processes described in these policies, basing those dates on the Provost's Policies schedule distributed for the coming review period. Each individual and group involved in any review process is responsible for conforming to those dates. This schedule will be accessible on the faculty portal.
- 1.9 At every stage of the review process, within five working days of receipt of a recommendation, candidates may update their portfolios before the materials are forwarded to the next level of review. Within the same time span, candidates also have the right to correct factual errors before any recommendation is forwarded to the next level of review. The review body that prepared the recommendation may respond to such updates or corrections, but a response is not required.
- 1.10 At every stage of the review process, each review body shall have access to all materials considered by any review body earlier in the process, including all prior recommendations and materials related to any reconsideration requests.

## **2. NTT-PE PROMOTION CRITERIA**

### **2.1 General**

- 2.1.1 Promotion is a privilege conferred by the institution; it is not a right. Reviewing committees and individuals, as set forth in this document, shall recommend it when, in their judgment, the candidate has served the institution well and will likely continue to be an important "human asset" of the University, College, and Department. Promotion to NTT-PE Full Professor is one of the highest accomplishments in a University and shall be regarded as a mark of major contributions in teaching, scholarship and service.
- 2.1.2 The criteria that follow are sufficiently flexible to accommodate differences among departments within the College, differences in subject areas within those departments and differences among individuals within those departments. Departments within the College may develop policies that specify unique criteria provided they are consistent with those contained in this document and consistent with the general guidelines and policies of the University.
- 2.1.3 Reviewing committees and individuals shall recommend whether the privilege of promotion be extended to an eligible candidate. In no case shall a favorable recommendation be made if acceptable standards of teaching, scholarship, and service have not been achieved by the candidate in the judgment of those committees and individuals.
- 2.1.4 New employment appointments that would result in an individual's being given the title

of NTT-PE Associate Professor or Professor will be reviewed as required by these regulations. While reviewer letters will be solicited using a process as similar as possible to the process for internal candidates, the timetable will be expedited to the extent possible.

## **2.2 Teaching Effectiveness and Instructional Contributions**

2.2.1 The demonstration of effective teaching performance and of a contribution to the overall quality of instructional effort is an essential but not a sufficient condition for NTT-PE promotion. The elements to be considered shall include, but are not necessarily limited to:

- (a) course development and teaching innovations
- (b) course load and range of teaching competencies at all appropriate levels of instruction (e.g., non-credit, undergraduate, master's, and/or doctoral)
- (c) student evaluations and any other evidence of teaching quality, such as teaching awards and peer assessments
- (d) general facilitation of student development, including participation in curriculum development, maintenance of high academic standards, fair and equitable treatment of students, advisement of student organizations, etc.

2.2.2 The reviewing committees and individuals shall examine both quantitative and qualitative evidence of teaching effectiveness and instructional contributions. For Instructional NTT-PE faculty, classroom performance is especially important in any promotion evaluation. However, promotion will typically not be awarded solely on the basis of classroom performance. The expectation is that promotable NTT-PE faculty will also have made substantial contributions to the College outside of the classroom through scholarship and service.

2.2.3 In the event of prior teaching experience, instructional contributions and evidence of teaching effectiveness at the University of Houston shall be emphasized by the reviewing committees and individuals. An exception can be made if the candidate demonstrates that a prior contribution (e.g., a developed course) has benefited or may benefit the University of Houston.

2.2.4 At the discretion of reviewing committees and individuals, instructional contributions and teaching effectiveness during the period of the current rank of the candidate at the University of Houston may be weighted more heavily than instructional contributions and teaching effectiveness prior to that current rank.

## **2.3 Scholarship**

2.3.1 NTT-PE faculty members seeking promotion to either the Associate or Full rank must advance the mission and goals of the Bauer College outside of the classroom, through scholarly contributions to the profession. Under these guidelines, scholarship shall be viewed broadly as the creation, dissemination, and effective utilization of knowledge that

is relevant to the candidate's discipline from a conceptual, practical, and/or pedagogical perspective. Although professional publications in respected, peer-reviewed journals are the traditional benchmarks against which scholarship is evaluated, NTT-PE faculty members can also demonstrate their scholarly contributions to the College and the profession through many other activities including but not necessarily limited to:

- (a) authoring textbooks, cases, and other widely used teaching materials
- (b) competitive presentations and other substantively meaningful participation in academic workshops and professional conferences
- (c) invited presentations and seminars for corporations or other universities
- (d) involvement as an editorial board member or referee for highly-regarded professional journals
- (e) principal investigator or other research-active roles in funded research

## **2.4 Service**

### **2.4.1. Department, College, and University Contributions**

Service contributions to the Department, the College, and/or the University are essential for promotion within the NTT-PE ranks. The reviewing committees and individuals shall evaluate the individual's service contributions on the basis of degree of participation and on the quality of those contributions. The contributions can include but are not necessarily limited to:

- a) significant committee work
- b) program and curriculum development
- c) generation of funds
- d) administrative service

Although service contributions are not sufficient for promotion, candidates for NTT-PE Full Professor shall be carefully evaluated on the basis of their service to the Department, College, and University and the leadership roles they have assumed in those service activities.

In the event of a prior academic appointment, institutional service at the University of Houston shall be emphasized by reviewing committees and individuals.

### **2.4.2. Professional Contributions**

Service to business and professional organizations related to the candidate's academic discipline, including refereeing activity, shall be considered by the committees and individuals that review an individual for promotion.

Membership in a professional organization, by itself, is not deemed a service contribution in this category. Active participation and leadership roles through offices held, speeches

given, committee assignments, journal editorial and refereeing assignments etc., do represent a service contribution in this category. Professional contributions are desirable at all levels of NTT-PE promotion, but shall be considered even more important for promotion to NTT-PE Full Professor than for promotion to NTT-PE Associate Professor.

### 2.4.3. Community Contributions

Community service shall be considered desirable in a promotion review, it being more desirable in a decision to promote to NTT-PE Full Professor. Since the scope of community service is broad, the reviewing committees and individuals shall have discretion in determining the relevance and importance of community service activities. Included among the more important activities are serving on working committees and boards of directors of significant community groups, unpaid consulting to community organizations, and public service volunteerism to local/national governmental agencies. For community service to be considered in a promotion decision, that service must have specifically resulted because of the faculty member's academic expertise or because of the person's affiliation with the College or University. Excluded is service that is unrelated to the individual's academic expertise or faculty role.

## **3. DEPARTMENTAL PROMOTION REVIEW PROCEDURES**

### **3.1 General**

Each department shall have an NTT-PE Departmental Promotion Committee to evaluate each candidate's qualifications for promotion and to make a recommendation regarding that action.

### **3.2 Composition of the NTT-PE Departmental Promotion Committee**

- 3.2.1 The NTT-PE Departmental Promotion Committee shall consist of the five tenured faculty members who constitute the Departmental Promotion and Tenure Committee and one NTT-PE Associate Professor or Full Professor to be appointed by the department chair. The department chairperson and other tenured faculty who hold college or university administrative positions or who are members of the College or University NTT Promotion Committees may not serve on this committee. If a department is unable to provide an NTT-PE Associate Professor or Full Professor, then a member may be chosen from other departments in the College.

Until such time as the Department can provide the required NTT-PE Associate or Full Professor, the qualifications of the NTT-PE member of the committee shall remain flexible as long as the selected individual has been approved by the tenured members of the committee and his or her qualifications are consistent with his or her role on the committee

- 3.2.2 The committee shall be constituted by the required date.

- 3.2.3 Each committee member shall serve a two-year term. There is no maximum number of consecutive terms a member may serve. In the event that a committee member resigns or is unable to serve, a replacement shall be selected. The replacement may be elected or appointed to serve out the original member's term or be elected or appointed as a temporary replacement for a semester or a year.
- 3.2.4 The committee chairperson is the chairperson of the Departmental Promotion and Tenure Committee.

### **3.3 Departmental Committee Review**

- 3.3.1 Faculty shall notify their department chairperson in writing that they wish to be considered for promotion. This notification shall be submitted by the required date. If a review is mandatory because of the approaching end of the probationary appointment, this requirement for notification is waived. Such a review shall proceed as required unless the chairperson receives a letter of resignation from the candidate.
- 3.3.2 Faculty to be reviewed shall electronically submit to the NTT-PE Departmental Promotion Committee the following by the required date: (1) a list of six appropriate reviewers generated in accordance with Section 3.4 of this document; (2) evidence of teaching quality, including syllabi of courses created, syllabi of courses taught, student numerical and written responses to courses taught, pedagogical material created, and any other evidence of teaching quality such as teaching awards and peer assessments; (3) evidence of teaching quantity, including number of sections (and associated number of students) taught each year, and a list of independent study courses (include student names and topics); (4) evidence of supervision, including supervision of teaching assistants, coordination of course sections, supervision of field work; (5) evidence of prior internal reviews, including all internal recommendation letters from the third-year and/or fourth-year review (in the case of promotions to NTT-PE Associate Professor) or from the candidate's review conducted at the time of promotion to NTT-PE Associate Professor (in the case of promotions to NTT-PE Full Professor), if such reviews took place at the University of Houston. It is the candidate's responsibility to ensure that these materials are complete and in the format prescribed by the Office of the Provost's NTT-PE Faculty Policy; (6) a sample of the candidate's scholarly contributions; (7) a current curriculum vitae; and (8) a brief (no more than three pages) statement, describing the candidate's pedagogical program, including teaching and program of research, how published work and work in progress advance it, and the candidate's contribution to each co-authored article. In addition, the chair of the NTT-PE Departmental Promotion Committee may ask the candidate's co-authors to prepare statements about the candidate's contribution to the respective joint articles. To the extent allowed by law, these contribution statements shall be confidential and are intended to be read only by reviewing committees and individuals and eligible voting faculty, excluding the candidate for promotion.
- 3.3.3 The NTT-PE Departmental Promotion Committee shall prepare its written recommendation regarding promotion by the required date. That recommendation may

include the results of a secret ballot vote of the committee, but it is not required that the written recommendation include the results of such a vote.

- 3.3.4 In the event of a negative recommendation, the candidate may ask, within five working days of receipt of the committee's recommendation, for a reconsideration of the committee's decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the committee members. The request must be made in writing to the committee chairperson. The rebuttal and/or new evidence must be presented in writing and (at the discretion of the committee) in person, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The committee shall respond in writing. A record of the response of the committee shall be forwarded to the next level of evaluation.
- 3.3.5 The NTT-PE Departmental Promotion Committee chair shall provide to the full voting faculty of the department its recommendation and any reconsideration by the required date.

### **3.4 Procedures for Reviewer Letters**

- 3.4.1 Reviewer letters shall be solicited for every promotion review. To the extent allowed by law, reviewer letters shall be confidential and are intended to be read only by reviewing committees and individuals and eligible voting faculty, excluding the candidate for promotion.
- 3.4.2 The list of prospective reviewers shall be assembled in the following manner: (1) the candidate shall submit to the NTT-PE Departmental Promotion Committee chairperson a list of six appropriate reviewers; (2) the NTT-PE Departmental Promotion Committee shall independently prepare a list of six reviewers.
- 3.4.3 The candidate for promotion shall provide in his or her materials a brief description of the qualifications of each reviewer on the candidate's list; this shall include the name, title, rank, position, institutional affiliation, and contact information (including email and webpage) of the reviewer in accordance with the Provost's *NTT-PE Faculty Policy*. These descriptions shall be subject to the approval of the NTT-PE Departmental Promotion Committee.
- 3.4.4 At least six reviewers shall be selected in the following manner: (1) names appearing on both the candidate's list and the committee's list shall be selected, (2) the candidate shall be allowed to eliminate (i.e., strike) at most one remaining name from the list of six prepared by the committee, and (3) the committee shall then select the necessary additional reviewers from the names remaining on each list, ensuring that at least three names from each list are selected. A name selected because it appears on both the candidate's list and the committee's list shall be counted as one from each list. The list shall conform to the guidelines prescribed by the Office of the Provost's *NTT Faculty Policy*. The NTT-PE Departmental Promotion Committee shall determine if prospective reviewers conform to those guidelines.

- 3.4.5 The Dean shall write to the selected reviewers asking their assistance. Upon receipt of the review, the Dean shall also write the necessary letter of acknowledgement and appreciation to the reviewer.
- 3.4.6 All reviews that are received shall be placed in the candidate's dossier. If fewer than three are received from the initial mailing of six, the Dean shall solicit reviews from the additional names from the two lists until a minimum of three reviews are received.

### **3.5 Departmental Vote**

- 3.5.1 All promotion materials and any materials used by the committee in the evaluation and any materials used in a reconsideration by the committee shall be made available for review by the voting faculty.
- 3.5.2 Eligible "voting faculty" are those faculty members within the department who have 1) attained tenure in the Bauer College of Business at the University of Houston or 2) been promoted to the rank of NTT-PE Associate or Full Professor. In addition, faculty of equal or lesser rank shall not vote on candidates for higher ranks. For example, only persons having achieved the rank of Full Professor shall vote on persons requesting promotion to the rank of Full Professor.
- 3.5.3 Each eligible member of the voting faculty shall have the opportunity to vote a recommendation for or against the promotion of the candidate. The vote shall be by secret ballot and the process shall be initiated and supervised by the chairperson of the NTT-PE Departmental Promotion Committee. Each member of the voting faculty shall vote only once. In those departments where the NTT-PE Departmental Promotion Committee votes, members of that committee shall vote in the committee and shall not vote again during the general departmental vote. The department chairperson and the Dean of the Bauer College of Business shall neither participate nor cast a vote at the department level. Members of the College and University NTT-PE Promotion Committees shall participate and cast votes in those committees and shall not participate or vote at the department level. The actual vote count shall be recorded on the face sheet in the candidate's dossier. A favorable recommendation requires a strict majority of total votes cast by all those voting in the department, at the committee level or beyond. Abstentions do not count as cast votes, but the number of abstentions shall be reported.
- 3.5.4 In the event of a negative recommendation, the candidate may ask, within five working days of receipt of the departmental vote, for a reconsideration of the department faculty's decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the department faculty. The request must be made in writing to the NTT-PE Departmental Promotion Committee chairperson. The rebuttal and/or new evidence must be presented in writing and must be considered within five working days subsequent to the receipt of the request for reconsideration. The department faculty shall respond in writing. A record of the response of the department faculty shall be forwarded to the next level of evaluation.



- 3.5.5 The chairperson of the NTT-PE Departmental Promotion Committee shall communicate the results of the vote and any reconsideration to all eligible voting faculty.
- 3.5.6 The chairperson of the NTT-PE Departmental Promotion Committee shall forward the committee's written recommendation, the results of the departmental vote, and any materials related to a reconsideration to the department chairperson by the required date.

### **3.6 Department Chairperson Recommendation**

- 3.6.1 Subsequent to the departmental vote and any reconsideration, the chairperson of the department shall prepare a letter to the Dean containing a recommendation for or against the candidate's promotion. The chairperson shall be permitted to provide this recommendation for all cases, including those for persons being considered for equal or higher ranks, except if the chairperson is the candidate. In the latter case the chairperson of a different department, selected by the Dean, shall provide a recommendation.
- 3.6.2 In the event of a negative recommendation, the candidate may ask, within five working days of receipt of the chairperson's recommendation, for a reconsideration of the chairperson's decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the chairperson. The request must be made in writing to the chairperson. The rebuttal and/or new evidence must be presented in writing, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The chairperson shall respond in writing.
- 3.6.3 The chairperson's recommendation and any materials related to a reconsideration shall be forwarded to the Dean by the required date.

## **4. COLLEGE PROMOTION REVIEW PROCEDURES**

### **4.1 General**

A College-wide committee shall independently evaluate all promotion candidates and make recommendations to the Dean. Subsequently, the Dean shall prepare a recommendation for the Senior Vice President and Provost regarding each candidate.

### **4.2 College NTT-PE Promotion Committee Membership**

- 4.2.1 The nine members of this committee consist of the seven members of the College Promotion and Tenure Committee and two NTT-PE Full Professors selected by the Dean. No member of the committee may serve on a Departmental NTT-PE Promotion Committee or the University NTT Promotion Committee. In no event shall: (1) two NTT-PE members from any one academic department be on the committee; (2) any college or university administrator be on the committee.

Until such time as the College can provide the required number of NTT-PE Full Professors, the qualifications of the NTT-PE members of the committee shall remain flexible as long as the selected individuals have been approved by the tenured members of the committee and their qualifications are consistent with their role on the committee

4.2.2 The term of appointment is three years. There is no limit to the number of consecutive terms that can be served. In the event that a committee member resigns or is unable to serve, a replacement shall be elected, or, in the case of an “at-large member” selected to meet the conditions of Section 4.2.1. The replacement may be appointed to serve out the original member's term or be elected or, in the case of an “at-large” member, selected as a temporary replacement for a semester or a year.

4.2.3 The committee chairperson is the chairperson of the College Promotion and Tenure Committee.

#### **4.3 College NTT-PE Promotion Committee Recommendation**

4.3.1 The committee shall have access to the promotion materials and all prior recommendations forwarded by the departments to the Dean.

4.3.2 By secret ballot, the committee shall vote for or against the promotion of each candidate. The actual vote count shall be recorded, and a favorable recommendation requires a strict majority of total votes cast. Abstentions do not count as cast votes. The recommendation, as reflected by the vote count, shall be accompanied by comments by the committee supporting that recommendation.

4.3.3 In the event of a negative recommendation, the candidate may ask, within five working days of receipt of the committee’s recommendation, for a reconsideration of the committee’s decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the committee members. The request must be made in writing to the committee chairperson. The rebuttal and/or new evidence must be presented in writing and (at the discretion of the committee) in person, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The committee shall respond in writing.

4.3.4 Subsequent to the vote and any reconsideration, the chairperson of the College NTT-PE Promotion Committee shall communicate the recommendation and any materials associated with a reconsideration to the Dean by the required date.

#### **4.4 Dean's Review**

4.4.1 Subsequent to the College NTT-PE Promotion Committee's vote and any reconsideration, the Dean shall prepare, by the required date, a letter to the Senior Vice President for Academic Affairs and Provost containing a recommendation for or against the candidate's promotion.

- 4.4.2 In the event of a negative recommendation, the candidate may ask, within five working days of receipt of the Dean's recommendation, for a reconsideration of the Dean's decision, to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the Dean. The request must be made in writing to the Dean. The rebuttal and/or new evidence must be presented in writing, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The Dean shall respond in writing.
- 4.4.3 All recommendations generated by the policies set forth in this document and any materials associated with any reconsideration shall be added to the promotion materials and this dossier shall be forwarded to the Provost by the required date.

## **5. REVIEW OF NTT-PE FACULTY DURING THE PROBATIONARY PERIOD**

### **5.1 General**

- 5.1.1 The decision not to renew the appointment of a promotion-eligible (PE) NTT faculty member at any time during the probationary period is not a form of dismissal for cause. Non-reappointment of a NTT-PE faculty member during the probationary period does not require justification of professional inadequacy, nor is the faculty member affected by the decision entitled to a statement of the reasons upon which the decision for such action is based.
- 5.1.2 Annual reviews other than the more extensive third-year review for NTT-PE faculty serving probationary appointments shall be conducted in accordance with the Bauer College's Merit Review Policies.

### **5.2 Review in the Third Year of a Probationary Appointment**

- 5.2.1 The third-year review is intended to be more extensive than reviews in other probationary years. Third year reviews shall: (1) require a NTT-PE Departmental Promotion Committee evaluation in all cases; (2) require a department chairperson recommendation in all cases; (3) require a College NTT-PE Promotion Committee evaluation in all cases; and (4) require more extensive documentation from the faculty member under review. The letters generated as part of this review become part of any subsequent mandatory promotion review portfolio.
- 5.2.2 Faculty serving the third year of a probationary appointment shall supply to the chairperson of the NTT-PE Departmental Promotion Committee the following by the required date: (1) evidence of teaching quality, including syllabi of courses created, syllabi of courses taught, student numerical and written responses to courses taught, pedagogical material created, and any other evidence of teaching quality such as teaching awards and peer assessments; (2) evidence of teaching quantity, including number of

sections (and associated number of students) taught each year, a list of independent study courses (include student names and topics); (3) evidence of supervision, including supervision of teaching assistants, coordination of course sections, supervision of field work; (4) evidence of prior reviews; (5) a sample of the candidate's scholarly contributions; (6) a current curriculum vitae; and (7) a brief (no more than three pages) statement, describing the candidate's pedagogical program, including teaching and if relevant, their program of research. In addition, if appropriate, the chair of the NTT-PE Departmental Promotion Committee may ask the candidate's co-authors to prepare statements about the candidate's contribution to the respective scholarly works. To the extent allowed by law, these contribution statements shall be confidential and are intended to be read only by reviewing committees and individuals and eligible voting faculty, excluding the candidate for promotion.

- 5.2.3 The NTT-PE Departmental Promotion Committee shall prepare its written assessment regarding the faculty member's progress in the NTT-PE track by the required date. That assessment may include the results of a secret ballot vote of the committee, but it is not required that their progress report include the results of such a vote.
- 5.2.4 Upon receipt of the committee's report, the faculty member under review may ask, within five working days, for an opportunity to rebut assertions made by the committee or to offer new evidence for the review. The request may not question the professional judgment of the committee members. The request must be made in writing to the committee chairperson. The rebuttal and/or new evidence must be presented in writing and (at the discretion of the committee) in person, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The committee shall respond in writing.
- 5.2.5 The NTT-PE Departmental Promotion Committee shall forward its evaluation and any materials associated with a reconsideration to the department chairperson by the required date.
- 5.2.6 Subsequent to the NTT-PE Departmental Promotion Committee evaluation and any reconsideration, the department chairperson shall prepare a letter to the Dean containing an independent evaluation of the NTT-PE faculty member's progress toward promotion.
- 5.2.7 Upon receipt of the department chairperson's evaluation, the faculty member under review may ask, within five working days of receipt of the chairperson's recommendation, for an opportunity to rebut assertions made by the chairperson or to offer new evidence for the review. The reconsideration may not question the professional judgment of the chairperson. The request must be made in writing to the chairperson. The rebuttal and/or new evidence must be presented in writing, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The chairperson shall respond in writing.
- 5.2.8 The chairperson's recommendation and any materials associated with a reconsideration shall be forwarded to the Dean by the required date.

- 5.2.9 Subsequent to the department chairperson's report, the College NTT-PE Promotion Committee shall prepare a letter to the Dean containing its assessment of the candidate's progress toward promotion. The College NTT-PE Promotion Committee shall have access to the third-year review materials and all prior materials forwarded by the departments to the Dean.
- 5.2.10 Upon receipt of the College NTT-PE Promotion Committee's report, the faculty member under review may ask, within five working days, for an opportunity to rebut assertions made or to offer new evidence for the review. The reconsideration may not question the professional judgment of the committee members. The request must be made in writing to the committee chairperson. The rebuttal and/or new evidence must be presented in writing and (at the discretion of the committee) in person, and must be considered within five working days subsequent to the receipt of the request for reconsideration. The committee shall respond in writing.
- 5.2.11 The chairperson of the College NTT-PE Promotion Committee shall communicate the results of the committee's evaluation and any materials associated with a reconsideration to the Dean by the required date.
- 5.2.12 Upon receipt of the College committee's report and any reconsideration, the Dean, in consultation with the department chairperson, shall decide whether the NTT-PE faculty member will be continued in the promotion track or whether to issue a letter of non-renewal of appointment.

Amended by the Faculty of the Bauer College of Business: 12/14/2021  
Amended by the Faculty of the Bauer College of Business: 08/23/2024