

Commission on Faculty Affairs

RESOLUTION TO REVISE FACULTY HANDBOOK SECTION ON PROMOTION AND TENURE CANDIDATE NOTIFICATION

CFA 2026-27B

Resolution Proposal Form Sent to University Council Cabinet	Date 09/08/2026
First Reading by Commission	Date 09/18/2026
Approval by Commission	Date
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, the current *Faculty Handbook* language on candidate notification in the promotion and tenure process lacks sufficient clarity and consistency; and

WHEREAS, candidates should receive timely and unambiguous notice regarding the outcome of each level of review; and

WHEREAS, clear and consistent notification practices promote transparency, fairness, and confidence in the promotion and tenure process; and

WHEREAS, candidates receiving a negative recommendation should be informed of that recommendation and, where applicable, provided with the reasons for the recommendation and any available appeal rights;

NOW, THEREFORE, BE IT RESOLVED that section 3.6.6 of the *Faculty Handbook*, be revised to provide clearer description of the notification requirements for faculty being considered for promotion and tenure; and

BE IT FURTHER RESOLVED, that this section of the *Faculty Handbook* be revised to describe the information that a faculty member should receive regarding appeal options if they receive a negative recommendation at any level of review.

3.6.6 Candidate Notification

For department, school, and college reviews~~At each level of review in the process, the candidate must be notified in writing whether their case is moving to the next level of review of the recommendation resulting from each level of review within ten university business days after completion of committee deliberations and the administrator's decision. Notification shall be provided by the~~The department head, chair, or school director ~~following~~~~notifies the candidate of the result of the departmental or school review, and by the dean notifies the candidate of the result of following~~ the college level review, ~~and the provost notifies each candidate of the university level review via their dean.~~ Notifications shall moved on to the next level of review or not; they will not include the results of votes or vote totals, the names of external evaluators, statements from evaluations, or excerpts from committee or administrative letters, or other confidential deliberative materials.

When a department, school, or college review results in a positive recommendation for promotion and/or tenure, the notification shall be limited to informing the candidate that their case will proceed to the next level of review with a positive recommendation.

When a department, school, or college review results in a negative recommendation for promotion and/or tenure, the candidate must be notified that the recommendation was negative and whether their case moves forward or the process is concluded. If the candidate has appeal rights, the notification must also describe them, including the procedures and timelines for exercising those rights, and the notification ~~If appeal of a decision is available as described in the following section, notification of a negative recommendation for promotion and/or tenure must include the~~ all substantive reasons for the ~~negative~~ at recommendation, including references to the relevant departmental, school, and/or college "Expectations Guidelines for Promotion and/or Tenure". ~~The candidate must be notified of a negative recommendation within 10 university business days after the completion of committee's vote or the administrator's decision, whichever comes later. Notification must include options for appeal. Exceptions to the time frame must be agreed upon by all parties.~~

When a mandatory promotion to associate professor with tenure case receives a negative recommendation at the department or school level, the candidate must be notified that the recommendation was negative. The notification must also state that, notwithstanding the negative recommendation, the case will automatically advance to the college level for further review. Because the case proceeds automatically to the next level of review, the notification does not include the reasons for the negative recommendation, references to departmental or school Expectations Guidelines for Promotion and/or Tenure, or appeal procedures at that stage.

A negative recommendation by the provost will be communicated to the candidate via their dean, which will include options for appeal. The notification will

~~In cases with a negative recommendation from the provost, be in writing within ten university business days following completion of university-level committee and administrative deliberations and~~The notification must include all substantive reasons for that recommendation, including references to the relevant department, school, and/or college "Expectations Guidelines for Promotion and/or Tenure" and the candidate must be notified within 10 university business days of the provost's decision. ~~The provost shall does~~ not forward the case to the president until the candidate has ~~been notified via their dean and has~~ had time to appeal per the section "Appeals of Decisions on Non-Reappointment, Tenure, or Promotion" in this chapter. ~~The notification must include all substantive reasons for that recommendation, including references to the relevant department, school, and/or college "Expectations Guidelines for Promotion and/or Tenure" and the candidate must be notified within 10 university business days of the provost's decision.~~

~~A negative recommendation by the provost will be communicated to the candidate via their dean, which will include options for appeal.~~ The provost will bring positive recommendations and negative recommendations not appealed to the president for consideration. A positive recommendation by the provost and president will be communicated to the candidate by the provost before being brought to the Board of Visitors for consideration approval. A negative recommendation by the president will be communicated to the candidate via their dean. ~~Candidate notification related to appeals will be addressed in the sections related to appeals.~~

Candidates will be notified by the provost of Board of Visitors' approval. A negative ~~vote~~ decision by the Board of Visitors will be communicated to the candidate via their dean.

Negative decisions by the president and the Board of Visitors are final and are not subject to appeal.