

PROMOTION POLICY

1. That each department set up Promotion Committees and establish, by a vote of all members of the department who have voting rights as defined in the Faculty Handbook, and have approved, by the Academic Vice President, a statement on procedures and standards for promotion.
2. That each department member receive a copy of the current approved Department's statement on Standards and Procedures for Promotion.
3. That, in each case to be considered, the department Promotion Committee be comprised of all tenured members of the department who are at or above the rank being requested, and who are on Faculty contract, and who have voting rights as defined in the Faculty Handbook. If, for a particular case, a department is void of member(s) qualified to form a promotion committee, then the chair of the department will assume the duties of the Promotion Committee, or, if the chair is the candidate in this case, then the Dean of the College or School will assume the duties of the Promotion Committee.
4. That, at the beginning of each academic year, each department's Promotion Committee elect their chairs from among their members.
5. That a 50 percent vote of a department's Promotion Committee be the requirement for a favorable recommendation for promotion.
6. That the department's Promotion Committee seek input from all members of the department in determining its recommendations.
7. That the recommendation of the department's Promotion Committee be the department's recommendation and that it be transmitted from the committee to the appropriate dean through normal communication channels by the chair of the department. If the final University decision is counter to the recommendation of the department, that the reasons for the decision be communicated to the Promotion Committee of the department by the Academic Vice President.

PROMOTION PROCESS TIMETABLE

1. Early in the semester in which promotion decisions are to be made a candidate, who wishes to request promotion, prepares a dossier which supports the candidate's request for promotion and presents this dossier to the appropriate Promotion Committee of the department. The Promotion Committee considers the request using the current approved department statement on Procedures and Standards for Promotion and informs the candidate in writing of its recommendation. If the recommendation is unfavorable to the candidate and if the candidate so requests, the candidate should be advised by the committee of the reasons which contributed to the decision, and, if further requested by the candidate, these reasons should be confirmed in writing. Unless the candidate requests otherwise, the Promotion Committee forwards the dossier along with its recommendation and report to the appropriate dean through the usual communication channels.

2. Both the candidate and the department's Promotion Committee are informed in writing of the final promotion decision.
3. If the final decision is contrary to the recommendation of the department's Promotion Committee, then the Department's Promotion Committee is to be advised of the reasons which contributed to that decision.
4. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the academic vice president of the reasons which contributed to that decision and, if further requested by the candidate, these reasons should be confirmed in writing.

PROMOTION GUIDELINES

1. The promotion evaluation process should aid candidates in developing into the type of faculty that John Carroll University wishes to promote. The Chair of the department plays the key role in effecting this.
2. The promotion evaluation process should be open and candid.
3. Candidates should be made aware of the criteria, the type of evidence which is to be used, and the evidence which they are expected to supply.
4. Evaluations and decisions should be in writing.