

# The Senate of Michigan Technological University

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**Superseded**

## **PROPOSAL 6-72**

### **PROMOTION POLICY AND PROCEDURES**

#### **Preamble**

The promotion policy at Michigan Technological University should enhance uniformity in promotion criteria and consistency in their application to all members of the instructional faculty. However, differences in needs and objectives of the various Departments may necessitate variations in promotion criteria among the instructional units.

The faculty of each department should establish its own criteria for recommendations concerning promotion of its faculty members, subject to approval by the Dean of the College or School, the Academic Vice-President, and the University President. The faculty of each College and School should establish its own methods for evaluating and processing promotion recommendations, subject to approval by the University.

Recommendations for the promotion of faculty members should originate in the Departments following periodic review by each Department Head and recommendations submitted by members of the faculty, in accordance with the procedures described below.

#### **Principles and Procedures**

- I. Promotions shall be based on individual merit.
- II. Promotion shall be based on the faculty member's teaching, research, and other contributions to the University's objectives and contributions to his profession.
- III. Based on the foregoing, criteria for evaluation of faculty members' contributions shall be formulated by the Academic Vice President of the University, in consultation with the Faculty Senate, and shall be transmitted to the Departments. Each Department shall review these criteria and may propose revisions in their application to the individual Department. Such revisions shall stand unless disapproved by the Dean of the College or School and the Academic Vice President, and the President.
- IV. Mechanics for evaluating and processing promotion recommendations shall be formulated for each College or School by its Dean, in consultation with the Department Heads and faculty, and subject to approval of the Academic Vice President. The Dean shall make known these procedures to the faculty of the College or School.
- V. Initiation and processing of recommendations for promotion.

- A. The Head of each Department shall arrange periodic (preferably annual) professional development interviews with each faculty member of his Department who indicates a desire for such an interview, or for whom such an interview seems appropriate. These interviews shall have for their purpose a review of recent activities and accomplishments of the faculty member, his plans and objectives for the future, and the relationship and merit of his contributions to Department and University programs.
- B. With due concern for adequate representation, a Departmental committee, consisting of at least three members of the Departmental faculty, shall be appointed by the Department Head to advise him or her in matters concerning recommendations for promotions; and the Departments are encouraged to use Departmental advisors external to the University to assist them. As appropriate, the committee may initiate a recommendation to the Dean on its own motion, but only with the permission of the faculty member concerned.
1. If promotion is recommended, the name of the faculty member, together with supporting documentation, shall be sent to the Dean of the College or School for review and recommendation.
  2. The faculty member so recommended shall be notified of this action by the Department Head.
- C. The comments and recommendations of the Dean, whether favorable or unfavorable, shall be sent to the Academic Vice President, together with documentation for action.
- D. Further action on the recommended promotion shall be taken, as appropriate, by the Academic Vice President, the President of the University, and the Board of Control. The faculty member whose promotion has been recommended shall be given written notification of the ultimate disposition of the promotion recommendation, through the usual administrative channels. If the promotion is not approved, such notification shall include a statement of improvements through which the faculty member can gain the qualifications necessary for promotion.

**Proposal Adopted by Senate: 19 April 1972**

**Revised and Adopted by the Board of Control: 25 August 1972**

**See BOC Policy Manual and Faculty Handbook**