**ARTICLE VIII**

**PROMOTION AND TENURE**

The procedures and requirements set forth in this Article shall govern all applications for promotion and/or tenure for faculty except as specified under Article VII (H: Tenure on Appointment). All participants in the promotion and tenure process must recognize that promotion and tenure are not automatic rights and that the burden of demonstrating that the candidate is deserving of either promotion or tenure rests with the candidate. Promotion and/or tenure shall not be awarded solely based on years of service, but rather on a reasoned review of the candidate’s accomplishments and a determination that they have fulfilled the standards for that promotion and/or tenure as called for in this Article and as applied to the specific demands of the candidate’s discipline(s) by their department’s written criteria.

In addition, while it is understood that Lecturers are not eligible for promotion or tenure, applications for Continuing Status shall be reviewed by the Promotion and Tenure Committee, in accordance with the procedure set forth in this Article VIII, except that Lecturers are not obligated to engage in scholarly activity in order to attain Continuing Status.

1. Responsibilities and Roles of the Parties in Promotion and Tenure
   1. The Candidate

It shall be the responsibility of the candidate to maintain a documented record of their professional development, growth, and accomplishments and to submit the same to their departmental members and chairperson. (All references to “department” in this Article shall be understood to refer to the department into which the candidate was appointed or transferred following the procedures for such appointment or transfer specified in this Agreement.) This record shall include an updated vita covering all three (3) relevant areas (teaching, scholarly activity, and value); the candidate’s statement; a copy of the departmental criteria; evidence of scholarly activity; appropriate evaluation of teaching effectiveness (including but not limited to evaluation from departmental peers); and evidence of value to department, college/school, and University. In addition, the candidate shall supply copies of the Promotion and Tenure Committee’s recommendation(s) in their most recent previous application for promotion and/or tenure. The burden of demonstrating that this record is deserving of either promotion or tenure rests with the candidate.

* 1. The Department

It is the responsibility of the department to develop, in writing, clearly stated criteria for each rank (and by discipline in multidisciplinary departments as defined in Article XV[D]), including adjuncts (e.g., adjunct assistant professor, adjunct associate professor, etc.). In addition, the department shall specify what the appropriate terminal degree or qualifications is/are for the department’s discipline or disciplines. Said criteria will be consistent with the standards for promotion and tenure specified in this Article and the department will apply those standards to the specific demands of the department’s discipline or disciplines. The department shall provide the Provost a copy of those criteria for review. Where the Provost believes those criteria are not consistent with the terms of this Agreement, they shall direct the department to rewrite the criteria in a manner consistent with this Agreement. When departments modify those criteria (such as by adding the appropriate terminal degree or qualifications) they shall resubmit the new elements of those criteria to the Provost for review. Where the Provost believes those new elements are not consistent with the terms of this Agreement, they shall direct the department to rewrite the criteria in a manner consistent with this Agreement.

* 1. Bargaining Unit Members of the Department

It shall be the responsibility of the bargaining unit members of the department to provide guidance to new faculty members as to the departmental expectations for promotion and tenure and to mentor the new faculty member in such a way as to help them make progress towards the building of their case for tenure. It is the responsibility of the bargaining unit members of the department to evaluate the academic competence and professional expertise of the candidate based upon the record and materials submitted by the candidate and to provide a thorough and documented recommendation to the appropriate Promotion and Tenure Committee. In evaluating a candidate’s record, the bargaining unit members shall place the burden of proof upon the positive case.

Tenure-track full-time members of the department shall not participate, except as observers, in the department’s deliberations, nor shall they vote, during the first year of their employment.

* 1. Chairperson

It shall be the responsibility of the Chairperson to assure that new faculty members receive a copy of the departmental criteria, to provide guidance as to the departmental expectations for promotion and tenure and to mentor the new faculty member in such a way as to help make progress towards the building of their case for tenure. It shall also be the responsibility of the chairperson to independently evaluate the academic competency and professional expertise of the candidate and to provide a thorough and documented independent recommendation to the appropriate Promotion and Tenure Committee. In evaluating a candidate’s record, the chairperson shall place the burden of proof upon the positive case.

* 1. The Promotion and Tenure Committee

It is the responsibility of the members of the Promotion and Tenure Committee to evaluate the adequacy of the submitted documentation and the extent to which the candidate’s qualifications and performance meet the departmental standards established for promotion and tenure. Members of the Promotion and Tenure Committee shall not substitute their judgments on the professional expertise of the candidate for properly documented judgments presented in the departmental recommendation(s). However, the Promotion and Tenure Committee is responsible for evaluating the adequacy of the documentation of the departmental and chairperson recommendations. In carrying out its role, the Promotion and Tenure Committee shall place the burden of proof upon the positive case.

* 1. President and Board of Trustees

It is the responsibility of the President to review the Promotion and Tenure Committee’s recommendation(s) and to make a formal recommendation concerning the candidate to the Board of Trustees based upon the documentation and the written record forwarded from the Promotion and Tenure Committee. In the event the President makes a recommendation to the Board of Trustees that is not consistent with the recommendation made by the Promotion and Tenure Committee, the Promotion and Tenure Committee shall be so notified and shall be given the opportunity to respond in writing. The Board of Trustees will review the President’s recommendation concerning the candidate along with the written record from the Promotion and Tenure Committee, and where applicable, the Promotion and Tenure Committee’s written response to the President’s recommendation, and will render a decision concerning the candidate. In carrying out its role, the Board of Trustees shall place the burden of proof upon the positive case.

1. Committees

The Promotion and Tenure Committee

In each college/school in which there are members of the bargaining unit who are tenurable, a Promotion and Tenure Committee shall be established consisting of the Provost,

Associate or Assistant Provost, the Dean of the applicable college/school, three (3) full-time tenured members of the bargaining unit of the college/school, a tenured member of the bargaining unit at-large and in each case the departmental chairperson and the departmental representative. The College of Arts and Sciences shall have two Promotion and Tenure Committees, one for Westminster Choir College and the School of Communication, Media and Performing Arts; and another devoted to the School of Humanities and Social Sciences and the School of Science, Technology, and Mathematics. The Promotion and Tenure Committees set forth in this Agreement shall take effect on September 1, 2023.

1. Selection of Members of College/School Committees

The bargaining unit members of the University Academic Policy Committee shall serve as the nominating committee and run the election for the bargaining unit member at-large. A slate of candidates shall be selected by March 15 and the election shall be run by April 15 in any year when the term of office of the bargaining unit member at-large expires. The term of office for the tenured bargaining unit member at large shall be two (2) years and they shall not be a candidate for promotion during their term in office. The chairperson of the UAPC shall notify the Provost, the academic Deans, and the AAUP office of the outcome of this election.

The bargaining unit members of the college/school Academic Policy Committee shall serve as a nominating committee and run elections for the bargaining unit representatives and alternates from the college/school serving on the Promotion and Tenure Committee. If an elected member of the Promotion and Tenure Committee comes up for promotion during their two-year term, they will recuse themselves from service on the committee during that year. The bargaining unit members of the individual colleges/schools shall elect the representatives and alternates from the college to the committee for two-year terms. A slate of candidates shall be selected by March 15 and an election run by April 15. The chairperson of each Academic Policy Committee shall notify the Provost, the appropriate academic Dean, and the AAUP office of the outcome of this election. Initial terms of such representatives shall be on a staggered basis. Bargaining unit members may be re-elected. If a college/school is unable to elect a full complement of bargaining unit members on the committee, the Academic Policy Committee of that college/school shall appoint eligible bargaining unit faculty from that college/school or, if necessary, from another college/school, to serve. In addition, for each candidate, a representative of the candidate’s department and the department chairperson shall be members of the Promotion and Tenure Committee. The tenured and tenure track members of the candidate’s department shall elect the representative in each case. The departmental representative is a representative and spokesperson for the members of the department rather than an advocate for the candidate.

Where a department is split, the departmental representative shall represent the interests of the majority position. No person who has not been properly appointed chairperson or acting chairperson according to the provisions of Article XI below shall serve in such capacity or carry out the duties assigned to the department chairperson elsewhere in this Article.

In the case of the Promotion and Tenure Committees, the Dean of the applicable college/school shall sit for cases involving the faculty of that college/school.

The tenured member of the bargaining unit at-large shall serve as Chairperson and Convener of the committee. In addition, for each college and school Promotion and Tenure

Committee, there shall be two (2) tenured alternate bargaining unit members from the faculty of the college/school. For the School of Education and Westminster Choir College, there shall be three (3) alternate bargaining unit members from the faculty of the school/college. When an adjunct faculty member teaches in more than one college/school, the Provost shall make a determination as to which Dean shall serve on the Promotion and Tenure Committee for that faculty member.

No bargaining unit member of the Promotion and Tenure Committee, other than the departmental representative, shall participate at the Promotion and Tenure Committee level in the evaluation of a candidate from their department. In years when there are candidates from the Promotion and Tenure Committee chairperson’s department, the bargaining unit members of the appropriate college committee shall elect a vice chairperson from among the members who shall preside over the Promotion and Tenure Committee in those cases where the chairperson is ineligible. If the Provost, Associate Provost, or Dean is a member of the candidate’s department, they shall not participate in the evaluation of the candidate at the department level.

In addition, for each candidate, a representative of the candidate’s department and the department chairperson shall be members of the Promotion and Tenure Committee. The tenured and tenure track members of the candidate’s department shall elect the representative in each case. The departmental representative is a representative and spokesperson for the members of the department rather than an advocate for the candidate. Where a department is split the departmental representative shall represent the interests of the majority position. No person who has not been properly appointed chairperson or acting chairperson according to the provisions of Article XI below shall serve in such capacity or carry out the duties assigned to the department chairperson elsewhere in this article.

* 1. Library Promotion and Tenure Committee
     1. Promotion and Tenure Committee Membership

The Promotion and Tenure Committee for librarians shall consist of the Provost, the Associate Provost and/or the Dean having responsibility over the University libraries, the Assistant Provost, three (3) tenured librarians selected by the librarians, and the tenured member of the bargaining unit at-large nominated by the University Academic Policy Committee and elected by members of the bargaining unit, an alternate from another school or college promotion and tenure committee chosen by the bargaining unit member at-large, and the chairperson of the candidate’s department and the department representative.

* + 1. Selection of Promotion and Tenure Committee Members

The bargaining unit members of the Library Academic Policy Committee shall serve as a nominating committee and run elections for the bargaining unit representatives and alternates for serving on the Promotion and Tenure Committee for librarians. If an elected member of the Promotion and Tenure Committee comes up for promotion during their

two-year term, they will recuse themself from service on the committee during that year. The bargaining unit members of the committee shall be elected for two-year terms. A slate of candidates shall be selected by March 15 and an election run by April 15. The chairperson of the Library Academic Policy Committee shall notify the Provost, the Associate Provost and/or the Dean having responsibility over University libraries and the AAUP office of the outcome of this election. Initial terms of such representatives shall be on a staggered basis. Bargaining unit members may be re-elected. If the libraries are unable to elect a full complement of bargaining unit members to the committee, the Library Academic Policy Committee shall appoint eligible bargaining unit faculty from the libraries or, if necessary, from another college/school to serve. In addition, for each candidate, a representative of the candidate’s department and the department chairperson shall be members of the Promotion and Tenure Committee. The members of the candidate’s department shall elect the representative in each case. The departmental representative is a representative and spokesperson for the members of the department rather than an advocate for the candidate.

Where a department is split, the departmental representative shall represent the interests of the majority position. No person who has not been properly appointed chairperson or acting chairperson according to the provisions of Article XI below shall serve in such capacity or carry out the duties assigned to the department chairperson elsewhere in this Article.

* + 1. Criteria for Tenure

To be eligible for tenure, a librarian must possess the M.L.S., a graduate degree in a subject field (other than Library Science), and must document significant professional contributions and value to the operation of the Library and University. Such documentation shall include evidence of continuing effective support of the teaching-learning process and of professional and scholarly contributions to Library Science or the respective discipline of the librarian.

Reference to a graduate degree in a subject field other than Library Science, for the purposes of promotion and tenure, shall be deemed to include a doctorate in Library Science.

* + 1. Procedures

Except as described above, the other applicable procedures described in this Article shall apply to promoting and tenuring librarians including timetables and procedures for appeals.

* 1. Board of Trustees Appeals Committee

The Board of Trustees shall establish a Trustees Appeals Committee consisting of no fewer than five (5) members from the regular membership of the Board. The membership of such committee shall remain constant for each academic year.

1. Evaluation Steps
   1. Development of Departmental Written Criteria

Each department shall establish written criteria for each rank, including adjuncts, (and for each rank within each discipline in multi-disciplinary departments as defined in Article XV [D: Order of Reduction in Force]), consistent with the standards for promotion and tenure specified in this Article and shall specify what the appropriate terminal degree or qualifications is/are for the department’s discipline or disciplines. These criteria will apply those standards to the specific demands of the department’s discipline or disciplines. Departments acting through the Department Chairperson shall supply a copy of these criteria to each new tenure track faculty member and will provide guidance to new faculty members as to the departmental expectations for promotion and tenure. Candidates shall be held to those standards and criteria in place when they were initially hired or to the first set of written criteria created as per the 1999-2002 Agreement (whichever is more recent), unless the candidate chooses to come under the new criteria. Departments may not require a candidate to include student course evaluations as part of their criteria for promotion and tenure, but if the candidate chooses to submit student course evaluations for a given semester they shall submit all such evaluations from that semester. Nor may the members of the department or any other individual or group involved in the promotion and tenure process draw a negative inference based upon a candidate’s decision not to submit student course evaluations as part of their credentials. It is the responsibility of the department and the chairperson to evaluate the quality of the candidate’s teaching through peer observations and these evaluations should be given primary weight in the overall evaluation of the candidate’s teaching. Each department shall establish its own procedures for the preparation of its recommendation, consistent with the provisions of this Article.

* 1. Candidate’s Preparation of Credentials

The evaluation of a candidate for promotion and tenure or continuing status shall begin at the departmental level. The applicant shall provide notice to the department and the Chair of the Promotion and Tenure Committee by September 15 of their intent to apply for promotion and/or tenure. The applicant shall prepare and provide the department by October 10 a dossier which shall include:

* + 1. an updated vita covering all three (3) relevant areas for tenure track faculty (teaching, scholarly activity, and value to the department, college, and University); the equivalent criteria for librarians; or for the two relevant areas for lectures (teaching and value to the department, college, and University.)
    2. the candidate’s statement explaining how their accomplishments in teaching, scholarly activity, and value meet the standards of Section F of this Article and the candidate’s department’s criteria for their discipline;
    3. the contractual standards and departmental criteria under which the candidate is to be judged;
    4. relevant supporting documentation, which must include all available written peer evaluations of teaching (both classroom and online, as appropriate) created since the later of the candidate’s hire or over the previous three (3) years, that have been provided to the candidate by October 10 of the year of application; otherwise- required peer evaluations may be excluded with the agreement of both the candidate and the peer reviewer(s); letters evaluating value and scholarly activity for tenure track faculty from colleagues within the department and outside the University. The dossier may include letters from others within the University and outside of it, which may strengthen the candidate’s application;
    5. copies of the recommendation(s) of the Promotion and Tenure Committee to the Board of Trustees in their most recent application for promotion and tenure or continuing status, or their most recent reappointment letter.

Additional supporting documentation may be added to the dossier at any time up to December 15, but if additional materials are added after the dossier is deposited in the Provost’s office (i.e., after December 5), it is the responsibility of the candidate to notify both their department and the members of the Promotion and Tenure Committee.

* 1. Departmental and Chairperson Evaluations

The tenured and tenure track (if applicable) bargaining unit members of the department shall meet by November 10 to discuss and evaluate the qualifications of each candidate for promotion, tenure or continuing status from the department. Each tenured and tenure track bargaining unit member of the department who is eligible shall attend the meeting and provide reasons for support or non-support of the candidate at such meeting. It shall be the professional responsibility of the tenured and tenure track (if applicable) bargaining unit members of the department to complete a written recommendation(s) with respect to an application for promotion, tenure, or continuing status based upon their evaluation of the candidate’s qualifications. These written recommendations are in addition to and separate from any peer evaluation that the faculty member may have written of the candidate’s teaching, scholarship, or value.

Bargaining unit members of a department may utilize the clearly documented evaluations of appropriate external reviewers. Such external reviews may be particularly helpful in cases where neither the departmental chairperson nor any bargaining unit members of the department have the specific professional expertise to make a competent evaluation of the candidate’s scholarly activity. In all such cases, the bargaining unit members of the department continue to have the obligation of explaining how those external evaluations are consistent with the standards and criteria for the relevant rank established in this Article and applied to the

candidate’s discipline using the departmental criteria. It shall be the professional responsibility of each tenured and tenure track bargaining unit member of the department to sign a written recommendation with respect to each such candidate, which recommendation shall indicate support or non-support of the candidate, with respect to an application for promotion and/or tenure, except where such member is excluded per Article III.

In the absence of departmental unanimity, any dissenting tenured or tenure track bargaining unit member(s) of the department shall make their objection(s) known to the other tenured and tenure track (if applicable) bargaining unit members of the department at its discussion and shall be expected to write and to sign a minority report(s). Notwithstanding the foregoing, the failure by any tenured or tenure track bargaining unit member(s) of the department to fulfill their professional responsibility hereunder shall not serve to delay the promotion and tenure process, nor serve as a basis to challenge the determination made with respect to an application for promotion or tenure. Such letters of support or non-support shall be provided to the candidate by November 15. Tenure track faculty in their first year of employment shall not sign a departmental letter of recommendation as to the awarding of tenure or promotion. Such faculty shall attend the meeting so as to become familiar with the departmental process for evaluating candidates for promotion and tenure. Such faculty may provide peer evaluations to the candidate of the candidate’s teaching, scholarship, or value which the candidate may include in their dossier.

The department chairperson also shall meet with the candidate by November 10 and submit an independent written evaluation of the candidate based upon the standards for the relevant rank established in this Article and applied to the candidate’s discipline by the departmental criteria, indicating their support or non-support. This written recommendation is in addition to and separate from any peer evaluation that the chairperson may have written of the candidate’s teaching, scholarship, or value. The chairperson may utilize the clearly documented evaluations of appropriate external reviewers, which are particularly helpful in cases where neither the departmental chairperson nor any bargaining unit members of the department have the specific professional expertise to make a competent evaluation of the candidate’s scholarly activity. In all such cases, the chairperson of the department continues to have the obligation of explaining how those external evaluations are consistent with the standards and criteria for the relevant rank established in this Article and applied to the candidate’s discipline using the departmental criteria. The chairperson shall provide a copy of their letter of support or non- support to the candidate by November 15.

* 1. Candidate’s Review of Department’s and Chairperson’s Recommendations

The candidate, the tenured and eligible (i.e., those beyond their first tenure-track year on the Rider faculty) tenure track bargaining unit members of the department, and the chairperson shall all receive copies of all the written recommendations by November 15. The candidate shall have the right to raise specific concerns in writing regarding the validity and sufficiency of the documentation supporting these recommendations and to request an interview with the author(s) of any recommendation(s) within five (5) working days of receiving the recommendations. Such interview shall take place within five (5) working days of the request. The author(s) of the challenged recommendation shall consider in their final recommendations the concerns raised by

the candidate and may change their original recommendation. The candidate, as well as all tenured and eligible tenure track members of the department, shall receive a copy of all final written recommendations no later than five (5) working days from the candidate’s interview with the author(s) of all challenged recommendations.

* 1. Candidate’s Submission of Their Dossier

The candidate shall forward to the Provost’s office a copy of their dossier including all the final recommendations by December 5 except in cases where emergency University closings and/or departmental run-outs (on the Princeton campus) make it impossible to meet this deadline. In such cases, this deadline shall be moved forward by the number of working days lost to University closings or departmental run-outs, and the Provost’s office shall be notified. In no case shall the dossier and supporting recommendations be forwarded to the Provost’s office any later than December 15. Upon receiving the dossier, the Provost’s office shall send a copy of all departmental recommendations to the AAUP office.

* 1. Candidate’s Submission of New Material

The candidate shall have the right to submit to the Promotion and Tenure Committee of the college/school new materials responding to the final written recommendations of the department and the department chairperson. Copies of such materials must be submitted simultaneously to all tenured and tenure track faculty in the candidate’s department. The tenured and tenure track faculty in the candidate’s department shall have until December 20 to review and respond to such materials and to forward such responses to the Promotion and Tenure Committee. The Provost’s office shall forward all such responses to the AAUP office.

* 1. Promotion and Tenure Committee Review

The Promotion and Tenure Committee shall meet to review the materials presented by the candidate, the department, and the department chairperson, and as requested by members of the committee, materials contained in the candidate’s personnel file (to be provided by the Provost), and shall make a recommendation concerning the candidate to the President in accordance with the following procedures:

* + 1. If one of the elected bargaining unit members, other than the member at-large, is a member of the candidate’s department, any alternate elected to the committee shall serve in their place.
    2. The candidate shall have the right, upon request to the Committee Chairperson, to either make a presentation to the Promotion and Tenure Committee or to appoint an advocate to make such presentation in their stead. Any person holding faculty rank who is not a member of the relevant Promotion and Tenure Committee may act as such an advocate. Further, in cases in which there is a minority report, a representative of that minority may, upon the request of three (3) members of the Promotion and Tenure Committee, be asked to make a presentation to the committee. Neither the candidate nor their advocate nor the representative of the minority report shall participate in the

committee’s deliberations; rather they shall be present only during the period of their own presentation and answer any questions from members of the committee.

* + 1. It is the tenured and tenure track members of the department who have the professional responsibility to judge the academic competence of the candidate and to provide a thorough and documented recommendation to the Promotion and Tenure Committee. The Promotion and Tenure Committee’s role is to evaluate the adequacy of the submitted documentation and to determine the extent to which the candidate’s credentials, qualifications, and performance meet the standards established for promotion and tenure. Members of the Promotion and Tenure Committee shall not substitute their judgments on the professional expertise of the candidate on the grounds of inadequate departmental documentation for judgments presented in the departmental recommendation(s), unless the Promotion and Tenure Committee presents written substantive bases therefore. However, the Promotion and Tenure Committee is responsible for evaluating the adequacy of the departmental documentation.

If questions of accuracy of information arise concerning the candidate’s credentials or departmental documentation, the Promotion and Tenure Committee shall make reasonable efforts to ascertain the accurate information. The committee may elect, by majority vote, to remand to the department or to any subset of the department (majority, minority, chairperson) the entire file on the candidate’s application, without prejudice to the candidate’s application, for purposes of clarification, or to help resolve questions concerning the candidate’s credentials or the accuracy of the documentation supplied by the department or by any subset thereof. In such cases, the Promotion and Tenure Committee shall provide a written explanation of the reason(s) for the remand and/or what additional information/documentation it is seeking. The Promotion and Tenure Committee shall set a deadline within which the department must respond, but in no case shall such deadline be less than ten (10) working days.

* + 1. The Promotion and Tenure Committee shall make a specific written recommendation(s) concerning the granting or non-granting of tenure or promotion, or continuing status documenting its reasons. Separate reports supporting different points of view shall be prepared when appropriate. At the conclusion of the discussion of a candidate’s application for tenure or promotion, or continuing status each member of the Promotion and Tenure Committee shall state their intention to support or not support the pending application. The subsequent written report(s) shall indicate the basis for such support or non-support, with reasonable specificity to permit the candidate to exercise meaningfully their options as provided for in Section (e), below, and each committee member shall be required to sign such a report which is consistent with such committee member’s prior statement of support or nonsupport. No committee member shall be permitted to reverse their stated position of support or non-support subsequent to the conclusion of discussion of the pending application as referred to above.
    2. The candidate shall receive a copy of the Promotion and Tenure Committee’s recommendation(s) and any supporting material, and may request clarification of any element of those recommendations (for purposes of future applications only) prior to its forwarding such recommendation(s) to the President. In

addition, the candidate shall receive a list of any additional materials that the Promotion and Tenure Committee reviewed and, upon request, a candidate may obtain a copy of any such additional material. When the committee’s recommendation or any minority recommendation is negative, the candidate may either appear before the committee to present such new information or request that the committee remand their application to their department for reconsideration of the documentation of its recommendation(s).

If the candidate elects to appear before the committee to present new information, they must do so within the time limits established by the committee for such appearance. The candidate may also elect to be accompanied by an advocate or representative to represent their interests at such appearance. However, the committee shall have the right to question the candidate directly during such appearance. The committee, in considering the material presented by the candidate, shall not be limited by the recommendation(s) made by the candidate’s department and may substitute its judgments of the professional expertise of the candidate for those judgments presented in the departmental or chair’s recommendations. The committee shall consider the material presented by the candidate in making its recommendation(s). Any revised Promotion and Tenure Committee recommendation(s) resulting from such a meeting shall contain specific written recommendation(s) concerning the granting or non-granting of promotion and/or tenure.

If the candidate asks the committee to remand their case to the department, such request must occur within two (2) weeks of receipt of their report from the Promotion and Tenure Committee. Upon receipt of the candidate’s written election, the Chairperson of the Promotion and Tenure Committee shall forward a copy of the committee’s recommendation to all members of the department and inform them that the candidate has elected to have their application remanded to the department for its reconsideration of the documentation. The Chairperson shall also return the entire file on the application to the office of the department chairperson. Members of the department shall return the file with such additional documentation as they may deem appropriate to the committee within time limits set by the committee for such reconsideration of the documentation.

The departmental representative shall notify all members of the Promotion and Tenure Committee of any new materials added to the documentation. The candidate may appear before the committee to discuss with it any additional material provided by the department. In considering the material presented by member(s) of the department, the Promotion and Tenure Committee shall not substitute its judgment on the professional expertise of the candidate for the properly documented judgments presented in the departmental recommendation(s). Any revised Promotion and Tenure Committee recommendation(s) resulting from such meeting and/or remand shall contain a specific written recommendation(s) concerning the granting or non-granting of promotion and/or tenure.

Where a member of a department changes their vote on a candidate during a remand, the candidate will have an opportunity to meet and discuss that changed vote with the faculty member who changed their vote prior to when the new departmental letter(s) is/are sent back to the Promotion and Tenure Committee.

If, in response to the remand, any member of the candidate’s department reverses their initial vote, the candidate shall have the right to raise specific concerns in writing regarding the validity and sufficiency of the documentation supporting the reversal of vote and to request an interview with the author(s) of any revised recommendation(s) within three (3) working days of the candidate receiving the response to the remand. Such an interview shall take place within three (3) working days of the request. The author(s) of the challenged recommendation shall consider in their final recommendations the concerns raised by the candidate before submitting their response of the remand to the Promotion and Tenure Committee. The candidate, as well as all tenured and eligible tenure-track members of the department, shall receive a copy of all remand responses no later than three (3) working days from the candidate’s interview with the author(s) of all changes of votes.

* + 1. The Provost shall forward a copy of the committee’s final recommendation(s) to the candidate, the AAUP office, the chairperson of the candidate’s department, and the departmental representative, and shall place copies of these recommendations in the candidate’s personnel file.
  1. Decisions of the Board of Trustees

Upon receipt and study of the written recommendation of the President, together with all supporting materials and documents, the Board of Trustees shall review the President’s recommendation(s) and render a decision concerning the candidate based upon the documentation and recommendations in the written record forwarded to it. If the President disagrees with the recommendation of the Promotion and Tenure Committee or if the Promotion and Tenure Committee disagrees with a majority of the members of the department or if there is more than one recommendation from the Promotion and Tenure Committee, all recommendations, including all of those from members of the department, will be forwarded to the President and/or the Board of Trustees, as applicable. The Board of Trustees may, so long as it provides a written substantive basis for doing so, substitute its judgment on the professional expertise of the candidate for the properly documented judgments presented in the President’s recommendation(s).

The Board of Trustees shall render its decision concerning the candidate and communicate its decision in writing to the candidate, the chairperson of the candidate’s department, the departmental representative, the Chairperson of the Promotion and Tenure Committee, the President, and the President of the AAUP. When the decision of the Board of Trustees is contrary to the recommendation(s) of the President and/or the Promotion and Tenure Committee and the candidate requests in writing the reasons for such decision, the Board of Trustees shall provide its reasons in writing for such decision, and shall communicate such written reasons to the candidate, the chairperson of the candidate’s department, the departmental representative, the Chairperson of the Promotion and Tenure Committee, the President, and the President of the AAUP. When the President or Promotion and Tenure Committee has recommended against promotion and/or tenure and the Board decides to grant promotion and/or tenure, the Board of Trustees shall provide its reasons for its decision and shall communicate such written reasons to the candidate, the chairperson of the candidate’s department, the

departmental representative, the Chairperson of the Promotion and Tenure Committee, the President, and the President of the AAUP.

* 1. Confidentiality

It shall be the responsibility of all committees and all individuals involved in the procedures under this Article strictly to maintain and preserve the confidentiality of all information and material pertaining to a candidate’s evaluation hereunder unless the candidate elects to disclose or have disclosed any or all of such information and material. If the candidate does so elect, the disclosure of any single document or item pertaining to the candidate’s evaluation hereunder, shall authorize the disclosure of all of the information and material pertaining to the candidate’s evaluation. Nothing herein shall be interpreted as to deny full access by the candidate to any and all information pertaining to their case that may be pertinent in preparing their appeal of a negative recommendation or a remand, except that no one providing such information shall attribute specific comments to specific members of the candidate’s Promotion and Tenure Committee. Nor shall anything contained herein be interpreted as to deny full access to any and all information needed by the AAUP in order to carry out its role as the bargaining agent.

* 1. Committee Quorum

The committees provided for hereunder shall be authorized to act and carry out their responsibilities despite vacancies or lack of complete staffing of such committees, provided that a quorum of the committee is present at the time the committee takes action hereunder. For purposes of this Article, a quorum shall be defined as a majority of the number of persons designated for membership on any such committee under this Article.

1. Appeals Procedure
   1. Eligibility and Procedures for Appeal

The following candidates may appeal in writing to the Board of Trustees Appeals Committee:

* + 1. Candidates whose applications for tenure or continuing status have not been supported by the Board of Trustees, after having been recommended for tenure or continuing status by the Promotion and Tenure Committee,
    2. Candidates whose applications have been denied by the Board of Trustees and for whom a denial of promotion, tenure or continuing status mandates a terminal contract,
    3. Candidates whose applications for promotion to Professor or tenured candidates whose applications for promotion to Associate Professor have not been supported by the Board of Trustees, after having been recommended for such promotion by the Promotion and Tenure Committee.

Such candidates may appeal, in writing, to the Board of Trustees Appeals Committee within fifteen (15) days from the day of the candidate’s receipt of the Board’s decision. The candidate shall also indicate, in writing, whether they wish to be accompanied by representative member(s) of the AAUP at the Appeals Committee interview and whether they wish to receive a written decision of the Appeals Committee’s determination as allowed by Section D(4) herein.

* 1. Appearances Before the Board of Trustees Appeals Committee

A candidate making such an appeal may elect to appear in-person before the Board of Trustees Appeals Committee on a date designated by this committee, which shall be as soon after the committee’s receipt of the written appeal as may be practicable. If the candidate chooses to be accompanied by representatives of the AAUP, no more than two (2) such representative members shall attend the Appeals Committee interview. At least five (5) members of the Board of Trustees Appeals Committee shall be present for all such appeals.

* 1. New Evidence

The candidate shall not be permitted to submit any evidence in support of their application, unless such evidence was submitted to and considered by the Promotion and Tenure Committee, or unless such evidence relates to matters occurring subsequent to the rendering of the recommendation of the Promotion and Tenure Committee.

* 1. Written Decisions

If requested by the candidate in writing, the Board of Trustees Appeals Committee shall render a final decision in writing specifying the reasons for its decision. Copies shall be forwarded to the candidate, the Provost, the AAUP office, the Chairperson of the Promotion and Tenure Committee, the chairperson of the candidate’s department, and the departmental representative, and shall be placed in the candidate’s personnel file. If the Board of Trustees Appeals Committee finds that there was a procedural error in the case before it, the committee may at its option remand the case to the Promotion and Tenure Committee for further review.

1. Requirements for Tenure and/or Continuing Status

The requirements for tenure or continuing status shall be those stated below. Each of the categories constitutes a separate area of evaluation. Documentation of activity in one area cannot be used to demonstrate activity in another. Neither a fixed minimum nor a fixed maximum number of faculty within a particular rank or within a department, a school or a college, or the University shall be considered as a criterion for promotion, tenure or continuing status. Neither shall the number of years in rank be a consideration except as otherwise stated in this article.

Rather, consideration shall be given to both the candidate’s career as a whole and to accomplishments occurring since the last promotion. Tenure for faculty shall be awarded at either the rank of Associate Professor or Professor. Continuing status shall be awarded at the rank of Assistant Professor -- Lecturer.

* 1. Appropriate Terminal Qualifications

The appropriate terminal degree or terminal qualification is required for tenure unless there is evidence of exceptional professional circumstances (defined as outstanding professional qualifications, achievements, and/or recognition within the candidate’s field that would be of substantial benefit to the University). A candidate lacking the appropriate terminal qualifications shall be awarded tenure only when a majority of the department and the Promotion and Tenure Committee have found that there exists such evidence of exceptional professional circumstances and have recommended tenure to the Board of Trustees.

Terminal qualifications, such as the J.D. or the M.F.A., shall be accepted as well as terminal degrees. For accounting faculty hired before the Fall semester of 1988, the M.B.A. or a

M.S. with a concentration in accounting along with a C.P.A., C.A., or C.M.A. is considered a terminal qualification. For accounting faculty hired thereafter, a doctorate will be required. While possession of the appropriate terminal degree qualification is required, as aforesaid, possession of such a degree or qualification is not sufficient to serve automatically to entitle the candidate to the promotion or tenure sought.

Candidates for continuing status at the rank of Assistant Professor -- Lecturer are not required to possess the terminal degree qualification in their discipline, but are required to hold an appropriate degree beyond the Baccalaureate.

* 1. Evaluation of Teaching

Effective teaching is a criterion for granting of tenure and continuing status. The primary consideration in evaluating effective teaching shall be given to evaluation by members of the department of the candidate who have observed the candidate’s classroom and online teaching, whether within the candidate’s department or in other departments or programs. It shall be the responsibility of the members of the department to observe the candidate’s teaching and to describe the procedures and standards used in judging the candidate’s teaching effectiveness.

* 1. Value to Department, College, and University

The value of an individual to their department, college, and the University is a criterion for tenure or continuing status. This requirement refers to the contributions a candidate has made to the life of their department, program, college/school, and the University beyond the classroom and their scholarly activities. It includes but it is not limited to such qualities as contributions relating to issues of diversity, equity and inclusiveness of the Rider community, the match between the candidate’s abilities and interests and the goals of the department, college, and University, demonstrated performance in assisting students outside of the formal classroom, the promise of continued devotion to the strengthening and updating of courses and curriculum, and the ability to teach a variety of courses. Recognition shall be given to substantial service in student advising, student recruitment and student retention activities, committee service, service to programs, and AAUP service that can be adequately documented. It shall be the responsibility of members of the department to describe how their procedures and judgments conform to the standards of this paragraph.

* 1. Scholarly Activity

Scholarly activity is a criterion for tenure. Scholarly activity is not a criterion for continuing status. Scholarly activity shall be understood to include creative and artistic endeavors, including but not limited to writing, composing, producing, performing, painting and sculpting, when appropriate to the candidate’s discipline. A candidate must demonstrate scholarly activity in their field of specialization. Scholarship that focuses on DEI (Diversity, Equity, and Inclusion) may be recognized as valuable even if it is parallel to the candidate’s home discipline (as opposed to directly within it). Candidates for promotion and tenure must document a scholarly record appropriate to the rank sought as defined in this Article. It shall be the responsibility of members of the department to set forth the appropriate criteria for scholarly activity for the particular academic field or discipline and to judge the quality of the candidate’s scholarly activity in relation to those criteria. A candidate must solicit letters from colleagues outside of the University, and also may solicit extra-departmental letters, from within the University, which may strengthen the candidate’s application.

* 1. Requirement for Tenure for Librarians

To be eligible for tenure, a librarian must possess the M.L.S., a graduate degree in a subject (other than Library Science), and must document significant professional contributions and value to the operation of the Library and University. Such documentation shall include evidence of continuing effective support of the teaching-learning process and of professional and scholarly contributions to Library Science or the respective discipline of the librarian.

Reference to a graduate degree in a subject field other than Library Science, both for the purposes of promotion and tenure, shall be deemed to include a doctorate in Library Science.

* 1. Procedures

Except as described above, the other applicable procedures described in this article shall apply to promoting and tenuring librarians including timetables and procedures for appeals.

1. Requirements for Promotion

The requirements for appointment or promotion to a given rank shall be those stated below. Each of the categories constitutes a separate area of evaluation. Documentation of activity in one area cannot be used to demonstrate activity in another. The requirements for promotion shall also include the requirements set forth in Sections E(2), E(3), and E(4) of this Article.

Neither fixed minimum nor maximum number of faculty or tenured faculty within a particular rank within a department, a college or school, or the University shall be considered as criteria for promotion. Nor shall the number of years in rank be a consideration except as otherwise stated in this Article. Rather, consideration shall be given both to the candidate’s career as a whole and to accomplishments occurring since the last promotion.

* 1. Appropriate Terminal Qualifications

For promotion to Assistant Professor II, to Associate Professor, and to Professor, the appropriate terminal degree or qualification, as defined herein above, is required except for

exceptional circumstances as defined in E(1) above. Terminal qualifications such as the J.D. or the M.F.A. shall be accepted, as well as terminal degrees. For accounting faculty hired before the fall semester of 1988, the M.B.A. or an M.S. with a concentration in accounting along with a C.P.A., C.A., or C.M.A. is considered a terminal qualification. For accounting faculty hired thereafter, a doctorate will be required. While possession of the appropriate terminal degree or qualification is required, as aforesaid, possession of such degree will not serve automatically to entitle a candidate to a promotion.

For appointment to Assistant Professor -- Lecturer and to Associate Professor -- Lecturer, the appropriate terminal degree or qualification, as defined herein above, is not required, but an appropriate degree beyond the Baccalaureate is required.

For promotion to Assistant Professor II-Librarian, Associate Professor-Librarian and Professor-Librarian, an M.L.S. and a graduate degree in a subject field (other than Library Science) is required except for exceptional circumstances as defined in E(1) above. The Doctorate in Library Science may substitute for the graduate degree in a subject area other than Library Science.

* 1. Assistant Professor, Assistant Professor -- Lecturer, and Assistant Professor-Librarian

Full-time faculty who wish to apply for the rank of Assistant Professor II must possess the appropriate terminal degree or qualification and two (2) years of satisfactory teaching experience and scholarly activities and value to the department, college/school, and University. To apply for the rank of Assistant Professor -- Lecturer, the person must possess a degree beyond the baccalaureate, two (2) years of satisfactory teaching experience, and value to the department, college/school, and University. The minimum qualifications for appointment to a second-term appointment to the rank of Assistant Professor II-Librarian include the M.L.S., a graduate degree in a subject field (other than Library Science), and demonstrated continuing professional growth and development. The general standard for appointment to Assistant Professor II and Assistant Professor II-Librarian shall be that the candidate is making progress toward meeting the departmental criteria for tenure and promotion to Associate Professor. A second-term appointment shall be for a period not to exceed three (3) years, at which time the individual will be promoted to the rank of Associate Professor or Associate Professor-Librarian or will be given a terminal contract. The general standard for appointment to Assistant Professor -- Lecturer shall be that the candidate is making progress toward meeting the relevant department criteria for continuing status. A person appointed a second-term appointment as Assistant Professor II, Assistant Professor -- Lecturer or Assistant Professor II-Librarian shall not be subject to annual reappointment, but shall undergo such evaluation as requested by the candidate or deemed necessary, respectively, by the department or Dean or by the library faculty or the Dean of University Libraries to prepare documentation required for promotion to Associate Professor or Associate Professor-Librarian with tenure or Associate Professor -- Lecturer.

* 1. Associate Professor, Associate Professor -- Lecturer and Associate Professor-Librarian

The rank of Associate Professor is the first senior rank of faculty at Rider University. This rank or the rank of Professor is held by all tenured faculty. Standards for persons holding the rank of Associate Professor include appropriate graduate education, appropriate terminal degree or qualification as defined above, and a record of effective teaching, scholarly or performance activity in the field of specialization, and value to the department, college, and University. The minimum qualifications for the rank of Associate Professor-Librarian include the M.L.S., a graduate degree in a subject field (other than Library Science), demonstrated evidence of scholarly activities including contributions to the library profession, effective support of the teaching-learning process at Rider University, and value to the Library and University.

Normally, scholarly activity shall include completed work which shall be evaluated by the department. While research-in-progress shall be evaluated, this research must have reached a sufficient point of completion to provide the department a basis to judge the merits of that research. In the event that a candidate submits only uncompleted work as evidence of scholarly achievement in application for this or any other promotion, the department shall thoroughly describe the basis by which this work has been evaluated and a recommendation reached.

Standards for the rank of Associate Professor -- Lecturer include a record of effective teaching and value to the department, college/school, and University. The rank of Associate Professor -- Lecturer is the highest lecturer rank at the University. Those who hold the rank of Associate Professor -- Lecturer are expected to exemplify distinguished achievement in the area of classroom teaching, and value to a department, college/school and the University.

* 1. Professor and Professor-Librarian

The rank of Professor is the highest faculty rank at Rider University. Those who hold this rank are expected to exemplify distinguished achievement in the areas of classroom teaching, scholarly activities, and value to a department, a college/school, and the University.

Distinguished achievement shall be characterized by teaching that is consistently exemplary, by scholarship that is ongoing and mature in nature, and by value that is sustained and varied. The rank of Professor-Librarian is the highest rank of librarian at Rider University. Persons holding this rank must document distinguished achievement in the areas of support of the teaching- learning process, scholarly activity, and value to the Library, colleges/schools, and the University. Distinguished achievement shall be characterized by support of the teaching-learning process that is consistently exemplary, by scholarship that is ongoing and mature in nature, and by value that is sustained and varied. The M.L.S. and a graduate degree in a subject field (other than Library Science) are required.

1. Notification of Tenure and Promotion Obligations

The University shall notify, in writing, any bargaining unit member when such individual is required to apply for and attain tenure, promotion, or continuing status to avoid the issuance of a terminal contract by the University to such bargaining unit member. Such notification shall be sent to such bargaining unit member by August 1 prior to the academic year during which such an application must be made. However, the failure by the University to send the notification provided for herein by August 1, as foresaid, shall serve only to extend the time for such

application by the same number of days as the number of days after August 1 that the notification is sent. In no event, shall such failure to give timely notice serve as a basis for a claim by such bargaining unit member that they are entitled to de facto tenure or to any other benefit or advantage by reason of the omission by the University to provide the notice as required hereunder.

1. Timetable for Tenure, Continuing Status, and Promotion
2. Tenure and Continuing Status
   1. No member of the bargaining unit may apply for tenure or continuing status prior to their second year of service at Rider University. The process of evaluation must be initiated no later than the beginning of the faculty member’s sixth year of service.
   2. Applications for tenure or continuing status prior to the sixth year of full- time teaching at the college level shall not prejudice the application.
   3. Candidates who have spent periods of time on professional or personal leaves of absence from Rider University shall not have such years counted in computing years of teaching service at the University. In the computation of the number of years of teaching service for this Article, time on leave shall not be credited toward years of teaching service. However, such period of time on leave shall not interrupt the computation of consecutive years of teaching service for purposes of this Article.
   4. Rider University recognizes that members of the faculty must balance the many priorities of their careers in academia with their personal circumstances and needs. In particular, the demands of caring for a child in the first year of life and/or the medical needs of a seriously ill spouse, domestic partner, parent, or child may seriously affect the time and energy that a faculty member can devote to their professional responsibilities during the tenure probationary period. In recognition of these demands, a faculty member shall automatically be granted, upon written notice to the Provost’s office, an exclusion of one year from the countable years of service that constitute that individual’s tenure or continuing status probationary period under the following circumstances:

-- the bargaining unit member is acting as the primary or co-care-giving parent during a newborn’s, adopted, or foster child’s first year in the household; or

--the bargaining unit member is attending to the medical needs of a spouse, domestic partner (as defined in Article XXXIV), parent, son, daughter, or any person qualifying as a dependent, who has had a serious health condition as defined by the Family and Medical Leave Act of 1993.

Such written notice should be given as soon as possible, but must be made within six (6) months of the onset of event (e.g., childbirth, adoption, illness) which constitutes the reason for the exclusion and prior to the beginning of the academic year in which the bargaining unit member would otherwise be required to stand for promotion or tenure. No more than two such exclusions shall be granted to any individual under this provision.

An individual who has invoked this provision shall not teach courses out of their normal load during the regular fall/spring semesters, which semesters are not being counted toward years of service, except to finish a course already begun. The individual shall teach their normal load and hold their normal office hours.

The extension of the probationary period under this provision shall not penalize, adversely affect, or prejudice the faculty member’s application for promotion, tenure, or continuing status. If a faculty member has been in the probationary period for more than three (3) years, due to the utilization of this provision prior to his or her application for promotion to Assistant II, they shall be treated as if they have been in probationary status for only three (3) years. If a faculty member has been in the probationary period for more than six (6) years due to this provision prior to their application for tenure, they shall be treated as if s/he has been in probationary status for only six (6) years.

In no case shall utilization of this provision serve as a basis for a claim by such bargaining unit member that they are entitled to de facto tenure or continuing status or any other benefit or advantage not specifically granted in this provision.

* 1. The probationary period prior to the award of tenure or continuing status shall not exceed six (6) years of full-time teaching experience at the college level, including full-time teaching at other institutions of higher education, except that prior full-time teaching at other institutions of higher education in excess of three (3) years will not be considered, nor will periods during which the probationary clock is stopped as designated above.

All new hires will have a six-year probationary period regardless of the rank at which they are hired or the years of previous experience. All such hires will have the option to apply for promotion and or tenure after one year. If faculty hired at the Assistant II level or higher have not applied for a promotion, tenure, and/or or continuing status by their third year of employment, they will have a review by the P&T committee in their third year of hire. The standard for this review will be “progress towards tenure” or “progress towards continuing status.”

* 1. Failure to receive tenure or continuing status after six (6) years of full-time teaching at Rider will result in a one-year terminal contract, beyond which any continued employment beyond the seventh year will be either on a part-time basis or in a non-faculty position, with no tenure resulting from such continued employment.
  2. Notwithstanding any of the other provisions of this Article, members of the bargaining unit who receive a mid-year appointment to a full-time bargaining unit position shall be treated for purposes of this Article as if such appointment commenced with the following September.

1. Promotion
   1. Except for the provision for Instructors in Article VI, Section A(2), no applications for promotion may be made in the first year of employment in a faculty position at Rider University. Application for promotion to the ranks of Assistant Professor I and II and Associate Professor may be made only once prior to the required application for such promotion so as to make the candidate eligible for continued employment by the University. Application for promotion to the rank of Professor may be made initially in two

(2) consecutive years. Subsequent applications may be made only at the expiration of a three-year period after a denial of such application for promotion or upon the recommendation of the appropriate Dean.

* 1. The timetable set forth in Section G(1) relating to tenure or continuing status shall be applicable to application for promotion as well.

1. Promotion and/or Tenure Application Procedures Deadlines

The schedule for implementation of tenure or continuing status application and/or promotion proceedings is as follows:

* 1. The candidate shall provide notice of their interest in applying for promotion and/or tenure to their departmental colleagues, the department chairperson, and the chairperson of the Promotion and Tenure Committee by September 15 and shall provide the department with a dossier by October 10. The eligible bargaining unit members and the chairperson shall forward their written recommendations to the candidate no later than November 15. The candidate may place additional, supporting documentation to their dossier at any time up to and including December 15, but must notify all members of the Promotion and Tenure Committee and their department of any materials added after December 5.

The candidate has five (5) working days to respond to any recommendation, as provided in Section D(4) above and the department and/or chairperson shall have five (5) working days from the candidate’s request to provide them with an interview if they so request. The candidate’s dossier, including all final recommendations, shall be forwarded to the Provost’s office by the candidate no later than December 5 (except as specified in Section D(5), above). Members of the Promotion and Tenure Committee shall sign a control sheet, to be

placed with each candidate’s documentation, indicating the date on which the documentation was reviewed. The candidate shall be responsible for notifying members of the Promotion and Tenure Committee of any materials added to the documentation after members of the Promotion and Tenure Committee have completed their review. Any materials to be submitted by the candidate to the Promotion and Tenure Committee must be received by December 15 and responses to that material by the bargaining unit member(s) or chairperson must be submitted by December 20.

September 15 Candidate notifies department, department chairperson, and

chair of Promotion & Tenure of intent to apply.

October 10 Candidate’s dossier is submitted to department.

By November 15 Candidate shall receive a copy of both the eligible

bargaining unit members’ and the chairperson’s written recommendations.

November 15 + 5 working days

Within 5 days thereafter

Candidate may state in writing specific concerns regarding the validity and sufficiency of the documents supporting any of the eligible bargaining unit members’ or chairperson’s recommendations. The candidate may also request an interview with the eligible bargaining unit members of the department and/or the chairperson within this time period.

Meeting between candidate and author(s) of the challenged recommendations.

December 5 Except under circumstances stated in D(5), above, the

candidate’s dossier, including all written recommendations, shall be forwarded to the Provost’s office. The Provost will provide a copy of the written recommendations to the AAUP office. The candidate shall receive a copy of the final chair and departmental recommendations prior to this date.

December 15 The candidate may submit new documentation to the

Promotion and Tenure Committee up to this date. Any such materials must be simultaneously submitted to the candidate’s department and chairperson, and if added after December 5, the candidate must notify the members of the Promotion and Tenure Committee and their department of the additions.

December 20 The bargaining unit members of the department and/or

chairperson shall have to this date to review and respond to any new materials submitted by the candidate.

* 1. The Promotion and Tenure Committee shall commence meeting to review materials received in connection with tenure applications during the first week of January. The Promotion and Tenure Committee shall forward to the appropriate parties its written recommendation(s) concerning the granting or non-granting of tenure by February 1. Re- hearings by the Promotion and Tenure Committee as specified in Section D(7) above shall be completed by March 7.

1. Request for Promotion and Tenure Documents by the AAUP

Upon the written request of the AAUP, the University will supply to the AAUP copies of any underlying documents pertaining to promotion and/or tenure that are referred to in any report or decision supplied under this Agreement and that are in the University’s possession at the sole cost and expense of the AAUP.

1. Promotion and Tenure of Non-Bargaining Unit Members

All individuals who are candidates for promotion and/or tenure, whether members of the bargaining unit or not, shall be required to follow the same procedures as are applicable to bargaining unit members described in this Article. Both parties agree that any persons upon whom tenure or any faculty rank has heretofore been conferred shall retain such tenure and/or rank.