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**Rank and Promotion Charter**

**Purpose**:

The Rank and Promotion Committee has the responsibility to promote the rigorous and fair evaluation of faculty performance during the promotion process. The committee evaluates promotion dossiers and is bound by an objective approach in decisions that impact the good of the college by:

1. Establishing college-wide standards and procedures for the evaluation of teaching (or professional performance), service, and scholarship;
2. Creating a mechanism for the approval of written criteria and procedures related to promotion;
3. Preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and
4. Clarifying the responsibilities, roles, and relationships of the participants in the promotion process.

The committee has the following duties:

1. To recommend candidates for promotion
2. To treat a faculty member’s record with confidentiality and impartiality
3. To update the Timetable and the Salary Table as needed.
4. To provide documents and information to candidates.
5. To revise the Rank and Promotion Handbook

**Membership**:

The Rank and Promotion Committee is made up of full-time faculty at Donnelly College. Members sign up for the committee at the beginning of the academic year and together they elect a chair. The committee is regularly made up of 3 members from different departments and consults regularly with Human Resources specialists and the Dean’s and President’s office. The committee reports during Faculty Senate. A new chair is elected every academic year to ensure integrity and fairness.

**Meetings**:

Regular meetings are scheduled for dossier evaluation and recommendations. Special meetings are held to consult with outside experts.

## **Candidate Responsibilities**

It is **the responsibility of the candidate** to complete the appropriate portions of the form and provide necessary documents and information in accordance with the Dean of the College guidelines, with assistance from the department, school, or administrative unit conducting the initial review as provided in its procedures. See more in the Rank and Promotion Handbook.

**RANK AND PROMOTION TIMELINE**

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| **Deadline** | **Action** |
| May 1 | Rank and Promotion Committee submits a list of potential candidates to the Dean of the College |
| May 15 | The Dean of the College invites potential candidates to apply for rank and promotion. |
| August 15 | Candidate replies to the Dean of the College with the intent to apply for rank and promotion. |
| October 15 | Candidate submits application and supporting materials to Chairperson/Director. |
| October 31 | Chairperson/Director submits application, supporting materials, and recommendation to the Chair of the Rank and Promotion Committee. |
| November 30 | Recommendations are completed by the Rank and Promotion Committee and submitted to the Dean of the College. |
| December 15 | Recommendations are completed by the Dean of the College and submitted to the President for review. |
| February Board of Directors Meeting | President announces application for Rank and Promotion to the Academic and Student Affairs Committee and then to the Board of Directors. |
| March 1 | Candidate will be informed by the Dean of the College of their rank and promotion status. Changes take effect starting with the next academic year. |