



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Academic Rank Advancement	<b>Policy Number</b>	632
<b>Section</b>	Academics	<b>Approval Date</b>	April 25, 2024
<b>Subsection</b>	Faculty	<b>Effective Date</b>	April 25, 2024
<b>Responsible Office</b>	Office of the Provost/Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

**1.1** The selection and promotion of a faculty member is critical to the fulfillment of Utah Valley University’s mission. Utah Valley University (UVU) seeks to appoint excellent faculty members, reward their achievement in their classrooms and their fields, and encourage them to become active participants in the UVU community. Promotion is granted in recognition of a faculty member’s evidenced, distinctive achievement and ever-developing excellence a teacher-scholar, and their service to the UVU community and the mission of UVU.

**1.2** The purpose of this policy is to outline the process for promotion from tenured associate professor to tenured full professor. Faculty members are encouraged to aspire to and prepare themselves to attain the rank of full professor.

### 2.0 REFERENCES

**2.1** *Duties and Responsibilities of the President of a Degree-granting Institution of Higher Education—Approval by Board of Trustees, Utah Code § 53B-2-106.1*

**2.2** *Utah Board of Higher Education Policy R481 Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*

**2.3** *UVU Policy 152 Accommodations for Individuals with Disabilities*

**2.4** *UVU Policy 306 Faculty Positions: Posting and Waiving of Posting*

**2.5** *UVU Policy 631 Student Evaluations of Faculty and Courses*

**2.6** *UVU Policy 633 Faculty Performance Evaluation and Feedback*

**2.7** *UVU Policy 635 Faculty Rights and Professional Responsibilities*

**2.8** *UVU Policy 637 Faculty Tenure*



## 2.9 UVU Policy 646 *Faculty Appeals for Retention, Tenure, and Promotion*

### 3.0 DEFINITIONS

**3.1 Academic year:** The combination of fall, spring, and summer semesters.

**3.2 Appropriate degree:** The qualifying credential (academic degree, certification, professional qualification, expert designation, etc.) for a discipline, field, or area of specialization that will support the pursuit of academic and professional standards of excellence.

**3.3 Department:** A group of salaried, benefits-eligible faculty members from the same or related disciplines that are authorized by the Provost to act as an academic unit.

**3.4 Exemplary:** A consistently high level of professional work that is over and above competency and satisfactory level.

**3.5 Faculty portfolio:** A digital collection of documents prepared by a faculty member as evidence of their contributions in teaching, scholarly and creative works, and service to their profession and the University.

**3.6 Faculty Senate Retention, Tenure, Promotion, and Appeals Committee (RTP&A Committee):** A standing committee of the Faculty Senate that encourages equity and rigor in department rank and promotion criteria; promotes adherence to university policies; evaluates all appeals of midterm review, tenure review, and promotion decisions; and advises on matters of tenure and promotion.

**3.7 Rank advancement committee:** An odd-numbered committee with a minimum of five tenured faculty, including at least three full professors, who evaluate faculty peers and make recommendations for or against rank advancement. This committee may serve a single academic department, a cluster of academic departments in the same school, or an entire school (see section 5.1.2). In some cases, rank advancement committee members can be the same as those of an RTP committee, provided both committees meet the requirement of having three full professors.

**3.8 Rank advancement portfolio:** A collection of documents that are submitted electronically for evaluation of rank advancement. These documents are required unless other accommodations are requested; see UVU Policy 152. A rank advancement portfolio consists of a faculty member's portfolio; a copy of the relevant rank advancement criteria; copies of annual reviews; peer and other evaluations solicited by the RTP committee during the review process; Students Ratings of Instruction (SRI) for the evaluation period; all applicable recommendations from the RTP committee, department chair, dean, Provost, and President of the University; and any



optional written responses from the faculty member that are submitted during the review process in response to letters of the various reviewers.

**3.9 Rank advancement template:** A template supplied by Academic Affairs for use by faculty during the rank advancement process.

**3.10 Retention, tenure, and promotion committee (RTP committee):** A group of tenured faculty members that evaluates faculty peers and makes recommendations for or against retention, tenure, or promotion. This committee may serve a single academic department, a cluster of academic departments in the same school, or an entire school. For the purposes of this policy, the RTP committee will be referred to as the rank advancement committee.

**3.11 Scholarship/creative works:** Research and other creative works directly related to the faculty member's role and academic discipline that add to that discipline in knowledge or skills.

**3.12 School, college, or department rank criteria:** A document used to determine academic rank that details the expected levels of faculty teaching, scholarly performance, and service endeavors unique to each school, college, or department.

**3.13 Service:** For the purposes of this policy, service activities at the University in the related profession and in the community that are clearly related to the faculty member's discipline and role at the University.

**3.14 Tenure:** A condition of continuing employment awarded to qualified faculty members. Tenure promotes academic freedom, attracts professionals of ability, and enhances the quality of the University's academic programs.

**3.15 Terminal degree:** The highest appropriate degree for a discipline, field, or area of specialization based on academic norms.

**University Rank Advisory Committee (Advisory Committee):** A Faculty Senate committee charged with reviewing rank advancement candidates' rank advancement review portfolios and advising the Provost on whether each portfolio satisfies department and university criteria for rank advancement review portfolios. (See section 5.2.)



## 4.0 POLICY

### 4.1 Statement of Policy

**4.1.1** This policy describes the responsibilities of faculty members pursuing rank advancement, department rank advancement committees, and supervisors. It also describes the procedures for rank advancement to full professor. This policy does not address retention or tenure.

**4.1.2** Neither the attainment of tenure nor the length of time at a particular rank automatically confers rank advancement. Each faculty member is evaluated for potential promotion on their own merit with recognition of what the faculty member has accomplished, as well as their possible future achievements.

**4.1.3** Faculty members are evaluated for rank advancement in accordance with the approved department or school/college criteria, as well as any university policy in place at the time of application for rank advancement. The rank advancement committee chair and the department chair are responsible for ensuring that faculty members are aware of changes to department rank advancement criteria and align their rank advancement plans accordingly.

**4.1.4** UVU is committed to providing reasonable accommodations to ensure all persons can access university services, programs, and activities. Employees may request a reasonable accommodation for a disability in relation to this policy by using the procedures in UVU Policy 152 *Accommodations for Individuals with Disabilities*.

### 4.2 Responsibilities of the Rank Advancement Committee

**4.2.1** Rank advancement committee members must serve without actual conflicts of interest. Any person applying for rank advancement may at any time object in writing to a rank advancement committee member's actual conflict of interest. In such case, the rank advancement committee member may recuse themselves or may be removed on this basis by a tied or majority vote of the rank advancement committee.

**4.2.2** It is not enough to establish an actual conflict of interest if a committee member merely has a professional relationship with or has socialized with a candidate.

**4.2.3** An actual conflict of interest exists when

**4.2.3.1** a rank advancement committee member is in a position to gain a personal or self-serving benefit from an action or decision made in their role under this policy such as letting personal



feelings interfere with professional responsibilities, or

**4.2.3.2** a person is otherwise unable to participate impartially because they have a personal or professional relationship with other individuals involved in the process or are associated with those involved and the nature of this relationship may interfere with their ability to be impartial.

**4.2.4** Each department or school rank advancement committee is responsible for evaluating candidate rank advancement review portfolios according to its department or school rank advancement criteria. The department or school rank advancement committee must also complete other responsibilities of the RTP committee detailed in UVU Policy 633 *Faculty Performance Evaluation and Feedback*; UVU Policy 635 *Faculty Rights and Professional Responsibilities*; and UVU Policy 637 *Faculty Tenure*.

### **4.3 Development and Review of Criteria for Awarding Rank Advancement**

**4.3.1** Each department's rank advancement committee shall develop rank advancement criteria that establish the expected levels of exemplary faculty performance in teaching, scholarly/creative works, and service.

**4.3.2** Rank advancement criteria shall undergo multiple levels of review and approval at least once every five years to ensure that expectations for rank advancement are clear and consistent across the University and schools/colleges, where applicable (see section 5.2). If not approved at the five-year review period, the most recently approved rank advancement criteria shall remain in effect until the successor document is approved.

**4.3.3** A school or college dean may require a level of standardization for department or school rank advancement criteria.

**4.3.4** The Faculty Senate Retention, Tenure, Promotion and Appeals Committee (RTP&A Committee) shall review department rank advancement criteria for compliance with this policy.

**4.3.5** Each department or school is responsible for the following:

**4.3.5.1** Establishing and updating department rank advancement criteria and discipline-appropriate promotion criteria consistent with university policies and mission and subject to review and approval by the department faculty, dean, and Provost;

**4.3.5.2** Meeting procedural timelines for evaluation of each candidate's rank advancement portfolio;

**4.3.5.3** Ensuring that procedural due process is afforded to all candidates during the rank advancement application and review process;



**4.3.5.4** Ensuring that committee members understand their responsibilities per this policy as well as their department rank advancement criteria; and

**4.3.5.5** Assisting in training newly tenured faculty about the requirements for department rank advancement criteria and in the application process.

#### **4.4 Approval and Implementation of Rank Advancement Criteria**

**4.4.1** Departments must have rank advancement criteria approved by the Office of the Provost. Departments without approved criteria will not be able to promote faculty in rank until they have rank advancement criteria in place. Newly established departments must have rank advancement criteria in place within one year after their establishment and before they can promote faculty in rank.

**4.4.2** After criteria have been updated and approved, faculty can choose to use the previously approved criteria within the last 12 months.

#### **4.5 Eligibility for Rank Advancement**

**4.5.1** Before tenured faculty can apply for rank advancement, they must have a minimum of five academic years in which they teach both semesters at Utah Valley University at the rank of associate professor. Sabbaticals and unpaid leave will affect this timeline due to their impact on teaching.

**4.5.2** Tenured faculty must be able to demonstrate exemplary achievements in teaching as well as in either scholarship/creative works or service, and they must show competency in the remaining area.

**4.5.3** Faculty members must also be in good standing at time of application.

**4.5.4** The rank of professor is reserved for individuals who have met the established rank advancement criteria.

**4.5.5** Ratings of meets, sometimes exceeds, or exceeds expectations in annual reviews do not guarantee eligibility or likely approval of rank advancement.

**4.5.6** UVU faculty members are not required but are encouraged to pursue rank advancement beyond tenure and the rank of associate professor.

**4.5.7** Faculty members have the right to retract and retrieve their application at any point of the process without prejudice.



**4.5.8** Faculty members who receive adverse decisions for rank advancement may reapply after two years and must demonstrate consistent improvement in any areas indicated in the adverse decision. Faculty members may reapply as many times as they would like.

#### **4.6 Awarding of Rank Advancement**

**4.6.1** The awarding of rank advancement shall require exemplary performance in teaching and exemplary performance in either scholarship/creative works or service. The faculty member must have achieved competency in the remaining area, which could be scholarship/creative works or service.

**4.6.2** Rank advancement for tenured faculty is awarded by the President based on the recommendations of the reviewing bodies (department rank advancement committee, department chair, dean, and Provost) in consultation with the Board of Trustees.

**4.6.3** Rank advancement shall become effective on July 1 following approval from the President.

### **5.0 PROCEDURES**

#### **5.1 Composition of the Department Rank Advancement Committee**

**5.1.1** A department rank advancement committee that considers submissions of candidates for the rank of full professor shall consist of an odd number of at least five tenured faculty members, no fewer than three of whom must be at the rank of full professor. These committee members are elected by simple majority of the tenured and tenure-track faculty of the department.

**5.1.2** When sufficient number of tenured faculty members at the rank of full professor are not available to be elected in one department or there are other conditions that make clustering departments desirable for evaluating faculty, the following options are available:

**5.1.2.1** Under the direction of the dean, tenured and tenure-track faculty in the department may elect committee members in other departments of related disciplines. Those elected committee members must be tenured faculty members and have the rank of full professor.

**5.1.2.2** Under the direction of the dean and with approval from affected departments, departments of related disciplines may share the same rank advancement committee consisting of tenured faculty members who have the rank of full professor. The tenured and tenure-track faculty of the affected departments shall elect these committee members by a simple majority.

**5.1.3** The final composition of the rank advancement committee must be approved by the faculty of the department(s) and the dean.



**5.1.4** The rank advancement committee members shall annually elect one of their members as a chair.

**5.1.5** Rank advancement committee members serve a three-year term. Faculty members may serve an unlimited number of terms but preferably no more than two terms in succession.

**5.1.6** A department chair may not serve on the rank advancement committee of their own department. However, department chairs may vote as faculty members in the election of rank advancement committee members.

**5.1.7** Full-time administrators may not vote for rank advancement committee members or serve on rank advancement committees.

**5.1.8** A department RTP committee may also serve as that department's rank advancement committee, provided at least three committee members are full professors.

**5.1.9** Department chairs shall review and document the faculty member's progress toward rank advancement in annual reviews. If the faculty member is serving as a department chair while pursuing rank advancement, the dean shall review and document the department chair's progress toward rank advancement in annual reviews during the faculty member's service as department chair.

## **5.2 Composition of the University Rank Advisory Committee**

**5.2.1** The University Rank Advisory Committee (Advisory Committee) shall consist of three faculty members from each college/school with at least one faculty member at the rank of full professor. These committee members shall be nominated through and elected by the college/school tenured and tenure-track faculty. The Faculty Senate Elections Committee shall conduct college/school elections through common procedures, ensuring nominees are in good standing and demonstrate commitment to the teaching mission of the University. The initial cohort will serve staggered two-year, three-year, or four-year terms. After the members of the initial cohort have completed their term of service, three-year terms shall become the standard term duration.

**5.2.2** Advisory Committee members shall elect a committee chair from among the members of the committee. The committee chair shall serve in this capacity until their term on the committee ends.

**5.2.3** Advisory Committee members must have demonstrated commitment to the teaching mission of the University. Advisory Committee members must maintain confidentiality and attend required meetings for the evaluation of rank advancement review portfolios.





**5.2.4** Advisory Committee members are expected to read, understand, and apply (1) University policies related to rank advancement, (2) department/school/college rank advancement criteria as they apply to each candidate being considered for rank advancement, and (3) university policies.

**5.2.5** Advisory Committee members are also expected to critically review rank advancement review portfolios against approved department/school/college and university requirements and university policies.

### **5.3 Rank Advancement Criteria Development Process**

**5.3.1** Rank advancement criteria shall be developed and reviewed in accordance with the principles and practices specified in UVU Policy 635 *Faculty Rights and Professional Responsibilities* and in accordance with the mission of the University. Rank advancement criteria should express expected growth in the depth and breadth in quality of teaching, scholarship/creative works, and service.

**5.3.2** The criteria must include at least the following:

**5.3.2.1** Additional criteria for evaluating faculty members for subsequent promotion in rank;

**5.3.2.2** Requirements, appropriate to the department, for achievement in the areas of teaching, scholarship/creative works, and service that are clearly above those required to attain tenure and the rank of associate professor;

**5.3.2.3** Procedures for evaluating the rank advancement review portfolio; and

**5.3.2.4** Appropriate timelines for submission and evaluation. The department rank criteria may contain due dates sooner than those established by this policy, but due dates may not be extended. Earlier due dates are binding only for the candidate, department rank advancement committee, and department chair.

**5.3.3** Criteria shall be designed with the following characteristics:

**5.3.3.1** Clear. Department criteria must include explicit guidelines that outline the department's expectations and level of performance for faculty members seeking rank advancement. The guidelines should state how the department will evaluate the quality of all areas of the faculty member's submission.

**5.3.3.2** Precise. Department criteria must state minimum expectations that align with University policies and the faculty's academic discipline norms, including any requirements for documenting exemplary activities. The minimum expectations, including requirements, must be significantly higher, qualitatively and/or quantitatively, than those required for tenure.



**5.3.3.3** Measurable/assessable. Department criteria and their requirements must be measurable/assessable through clear methods, qualitatively or quantitatively.

**5.3.3.4** Verifiable. Criteria must expect and require the inclusion of artifacts that demonstrate the faculty member's completed work or participation in activities. Examples include, but are not limited to, original SRIs, book contracts, service letters stating the faculty member's role and performance, etc.

**5.3.3.5** Reflective of the attainment of a consistently high level of professional work in teaching, scholarship, and service; and

**5.3.3.5.1** Explanative of the evidence required to meet exemplary performance in teaching, scholarship/creative works, and service.

**5.3.4** Rank advancement criteria documents shall have enough detail that faculty members can develop a plan for achieving rank advancement and shall provide for variations in assigned workload.

**5.3.5** Deans may recommend changes to the rank advancement criteria, which are also subject to review and approval by the department faculty and Provost. The Provost shall resolve any discrepancies between the recommendations of the department faculty, the dean, and the RTP&A Committee.

**5.3.6** The RTP&A Committee and Academic Affairs shall review approximately 20 percent of the department rank advancement criteria documents each year, ensuring that each rank advancement criteria document is reviewed at least once every five years.

## **5.4 Rank Advancement Criteria Approval Process**

**5.4.1** The following is the timeline for rank advancement criteria approval:

**5.4.1.1** The department chair provides tenure-track and tenured faculty the proposed new or revised rank advancement criteria to vote on.

**5.4.1.2** The department chair provides the new or revised rank advancement criteria to the dean.

**5.4.1.3** The dean approves the proposed criteria or provides a detailed list of recommended or recommended revisions based on university policies and academic norms to the department/school/college.



**5.4.1.4** If the dean requests revisions to rank advancement criteria, the department chair submits the revisions to the department faculty for a vote. If the department agrees with the suggested revisions, the revisions shall be made. If not, the department chair provides a rationale to the dean in writing.

**5.4.1.5** The dean approves the proposed criteria or provides a written response to the department's comments and forwards the proposed rank advancement criteria (final draft agreed on by faculty, chair, and dean) to the department chair and the Provost.

**5.4.1.6** The Provost evaluates the rank advancement criteria and either approves them or provides a detailed list of required revisions to the dean and department chair based on university policy.

**5.4.1.7** In cases where the Provost requires revisions, the dean and department chair respond in writing; the Provost then reviews the dean and department chair's responses and determines which final revisions must be made before approving the rank advancement criteria.

## **5.5 The Faculty Portfolio**

**5.5.1** Faculty who plan to apply for rank advancement must declare their intent to submit a portfolio for rank advancement to their department chair by April 15 in the academic year before they wish to apply for rank advancement. Faculty who decide to withdraw from the rank advancement review process may withdraw at any time without any penalty or prejudice.

**5.5.2** The department chair must provide, in writing, a list of the rank advancement candidates to the department RTP committee chair(s), dean, and deputy provost by May 1.

**5.5.3** Rank advancement templates must be available and accessible to faculty on July 1.

**5.5.4** Candidates for rank advancement are responsible for maintaining a digital faculty portfolio that documents their contributions and accomplishments in teaching, scholarly/creative works, and service, consistent with their rank and department rank advancement criteria, from the most recent five years at minimum. The faculty portfolio for tenured faculty members shall contain at least the following:

**5.5.4.1** An informational statement wherein the faculty member describes the exemplary nature of their contribution to the profession and to the University, the extent to which department rank advancement criteria were met, any circumstances that helped or hindered their progress, and other relevant information that may be beneficial to the reviewers in evaluating the material in the portfolio. This is not to be confused with self-assessments (see below).

**5.5.4.2** A current curriculum vitae.



**5.5.4.3** A section containing evidence of achievements in teaching, including

**5.5.4.3.1** A self-assessment of the faculty member's teaching performance and effectiveness, including the extent to which students meet the learning outcomes established by the faculty member and any changes faculty members make over time to ensure students receive a rigorous and supportive educational experience;

**5.5.4.3.2** Supervisor assessments of teaching, including reviews of course materials, learning outcomes, and observations of teaching;

**5.5.4.3.3** Peer assessments of teaching, including reviews of course materials, learning outcomes, and observations of teaching;

**5.5.4.3.4** Complete Students Ratings of Instruction (SRI) from all courses taught during all years (including summers, if taught) of the evaluation period;

**5.5.4.3.5** Evidence of contributions to curriculum and course development, including at minimum syllabi and course materials;

**5.5.4.3.6** Professional development related to teaching; and

**5.5.4.3.7** Any other evidence related to exemplary teaching (see section 3.4), such as student research mentoring, Study Abroad Skills USA mentoring, etc.

**5.5.4.4** A section containing evidence of achievements in scholarship/ creative works, including

**5.5.4.4.1** A self-assessment of the faculty member's scholarly/creative works performance, effectiveness, and contributions to the faculty member's discipline outside UVU;

**5.5.4.4.2** evidence of exemplary scholarly and/or creative works (see section 3.4), which must include competitively or peer-reviewed works, such as publications, presentations, exhibits, performances, NEH/NSF grant awards as PI/co-PI, multi-year accreditation reports for clinical programs; and

**5.5.4.4.3** discipline-related professional development, such as licenses, certificates, and continuing learning credits relevant to the faculty member's discipline (if applicable to the discipline).

**5.5.4.5** A section containing evidence of achievements in service as it pertains directly to the faculty member's role at the university, including

**5.5.4.5.1** A self-assessment of the faculty member's service performance and effectiveness;



**5.5.4.5.2** Discipline-related service to the department, such as hiring committees, curriculum committees, RTP committees;

**5.5.4.5.3** College/school service, such as Perkins grants, recruitment, college/school curriculum committees, accreditation assistance;

**5.5.4.5.4** University service, such as faculty senate, department chair, director of an institute;

**5.5.4.5.5** Profession/discipline service, such as journal editor, conference organizer; and

**5.5.4.5.6** Community service, such as community lecturers, serving on a non-government board or a non-elected government board (see section 3.4).

**5.5.4.6** All annual reviews from the evaluation period.

**5.5.4.7** Any notable awards or commendations, performance improvement plans, written warnings, written sanctions (to which the candidate may include a written rebuttal), or previous letters of adverse decisions regarding rank advancement.

**5.5.5** Faculty members are responsible for including all required materials in the faculty portfolio. Missing materials shall not be considered.

**5.5.6** The rank advancement committee may not begin its official review until the submission date provided in this policy (see section 5.8).

## **5.6 The Rank Advancement Review Portfolio**

**5.6.1** The rank advancement committee chair creates the initial rank advancement review portfolio by adding any solicited (external to UVU) peer evaluations to the faculty portfolio. All reviews of the candidate by the rank advancement committee, department chair, dean, Provost, and President of the University shall be added to the rank advancement review portfolio as each respective review is completed.

**5.6.2** Once the rank advancement review portfolio has been forwarded by the rank advancement committee, no additional documents shall be added except for the written recommendations of the reviewers, any written rebuttal taking place after the dean's recommendation, or materials specifically requested by the department rank advancement committee during this level of review.

**5.6.3** The rank advancement committee may, but is not required to, add and consider materials missing from the faculty portfolio that would have a substantial impact on the recommendation, as long as the faculty member is given an opportunity to rebut or respond to that information. The rank advancement committee must explain what documents were added and the reason for



their addition. Even with the addition of new materials, faculty may not miss a due date. No review-level reviewer or faculty may remove or edit any materials.

**5.6.4** Any rebuttal must clearly explain why the review does not follow UVU policy or is not consistent with the evidence. Rebuttals may not include new information or artifacts/materials after the rank advancement committee's review. During the evaluation process, the contents of the rank advancement review portfolio shall be kept confidential and only made available to those responsible for reviewing the faculty member's portfolio.

### **5.7 Ratings, Assessments, and External Evaluations**

**5.7.1** SRIs shall follow each semester for each course assigned to the faculty member. Additional student ratings may be conducted as determined by the faculty member or as required by department criteria. All student ratings, including ratings conducted as part of a NOIN or PIP, shall be included by the faculty member in the faculty portfolio (see UVU Policy 631 *Student Evaluations of Faculty and Courses*).

**5.7.2** Supervisor and peer assessments of teaching shall occur regularly throughout the period of review, according to the department rank advancement criteria.

**5.7.3** If departments require external reviews, these reviews must be directly related to scholarship, teaching, or service.

### **5.8 Rank Advancement Portfolio Review Process**

**5.8.1** At each stage of review, the candidate has the right to have the rank advancement review portfolio fairly and carefully considered according to the currently approved department rank advancement criteria and university policy. Each stage of review is required to ensure the faculty member's claims are supported by evidence (including links and/or uploads) appropriate to the approved department rank advancement criteria and university policy. Candor in the rank advancement process is expected and is critical to both the University and the candidate.

**5.8.2** The rank advancement committee shall recommend for or against rank advancement of the faculty member in a candid and detailed report based on materials submitted by the faculty member or added by the committee. The report shall comment on the strengths and weaknesses of the faculty member relative to the department rank advancement criteria and shall include the vote tally that led to the final decision.

**5.8.3** During the rank advancement review process, recommendations by the rank advancement committee, department chair, dean, and Provost that are addressed to the person at the next level of review become part of the rank advancement review portfolio as it passes to each level of



review. Recommendations that disagree with those made at a previous level of review shall be explained in detail.

**5.8.4** Faculty may view their rank advancement review portfolio throughout the process and may submit a rebuttal after the dean's review. The faculty member will receive a decision letter within 14 calendar days after the final decision for rank advancement. The Office of Academic Affairs shall keep a copy of the rank advancement review portfolio.

**5.8.5** Unless the faculty member has been notified that their employment shall not be continued, the chair of the rank advancement committee shall notify the faculty member of their eligibility for rank advancement in writing by March 1 of the first year in which they are eligible to apply. As required by the department rank criteria, candidates shall declare their intention to apply for rank advancement by April 15.

**5.8.6** By October 15, eligible faculty members shall apply for rank advancement by submitting their faculty portfolio to the chair of the rank advancement committee. Portfolios must be delivered via the approved university electronic system.

**5.8.7** The rank advancement committee chair creates the faculty member's rank advancement review portfolio, which consists initially of the faculty portfolio and the criteria and external evaluations (if required) described in section 5.6. The rank advancement committee may request any additional information from the faculty member, supervisors, and/or peers that it deems missing per section 5.6.3. The rank advancement committee shall review the rank advancement review portfolio according to approved university policy and the currently approved department rank criteria. The rank advancement committee shall add its written review and recommendation to the rank advancement review portfolio.

**5.8.8** By November 7, the chair of the rank advancement committee shall forward the rank advancement review portfolio and the committee's written recommendation to the department chair (or dean if the faculty member is a department chair). For more detail, see section 5.8.

**5.8.9** The department chair (unless the candidate is a department chair) shall evaluate the rank advancement review portfolio according to the currently approved department rank criteria and university policy. The department chair shall forward the rank advancement review portfolio along with a written recommendation to the dean no later than December 1. If the faculty member is a department chair, the rank advancement committee forwards the rank advancement review portfolio directly to the dean.

**5.8.10** The dean shall review the rank advancement review portfolio according to the currently approved department rank criteria and university policy. By December 31, the dean shall provide a copy of the solicited peer evaluations (with the identifying information of the peer reviewer redacted) and the recommendations of the rank advancement committee, department chair, and



dean to the candidate, the RTP advisory committee, and the Provost.

**5.8.11** The candidate shall append any rebuttals to the recommendations in the rank advancement review portfolio and submit the portfolio via the approved university electronic system to the dean, the RTP advisory committee, and the Provost by January 15.

**5.8.12** The Advisory Committee shall assess each rank advancement review portfolio using the process and portfolio content-assessment form, which shall be based on university policies as defined in section 4.3 of this policy and in UVU Policy 635 *Faculty Rights and Professional Responsibilities*. A minimum of three Advisory Committee members will review each portfolio.

**5.8.13** The Advisory Committee shall not review the quality of a rank review portfolio's specific contents. Using the approved university electronic system, the Advisory Committee shall review each portfolio to verify that each rank advancement review portfolio (1) fulfills university and department requirements, (2) has been considered equitably at the prior levels of review, and (3) represents procedural fairness and quality at the prior levels of review.

**5.8.14** The Advisory Committee shall assess and classify each rank advancement review portfolio as either unproblematic or problematic and then forward this assessment to the Provost and Deputy Provost no later than February 15.

**5.8.14.1 Unproblematic Determination.** Rank advancement review portfolios shall be deemed unproblematic if they meet all of the following factors:

- 1) The rank advancement review portfolio contains all requisite documents addressing the relevant criteria for rank advancement.
- 2) The department or school Rank Advancement Committee vote was unanimous and clearly based on department and university criteria and university policies.
- 3) A detailed recommendation letter from the department or school Rank Advancement Committee must unambiguously and unanimously recommend or deny rank advancement, without a dissenting or concurring opinion. The review and recommendation must also be clearly based on department and university criteria and university policies.
- 4) The detailed recommendation letters from the rank candidate's department chair and dean must also unambiguously recommend or deny rank advancement. These letters must also be clearly based on department and university criteria and university policies.

**5.8.14.2 Problematic Determination.** Rank advancement review portfolios may be deemed problematic if they contain one or more of the following issues:





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- 1) The rank advancement review portfolio does not contain all requisite documents addressing the relevant criteria.
- 2) The department or school rank advancement committee vote was not unanimous or was not clearly based on department and university criteria and university policies.
- 3) The department or school rank advancement committee's letter contains a dissenting or concurring view, sufficient to raise a problem with the rank candidate's application for rank.
- 4) The rank candidate's department chair and/or dean failed to unambiguously support the applicant or placed a letter in the applicant's file disclosing one or more substantive problems with the rank candidate meeting the relevant criteria for rank advancement.
- 5) The rank candidate contests the result of any of the deficiencies or problems contained within items 1–4 above and raises plausible reasons to suspect that the result might have been a policy violation.

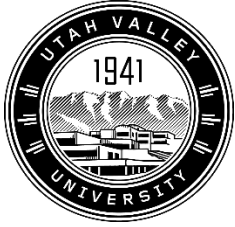
**5.8.15** If a portfolio is deemed unproblematic, no further evaluation by the Advisory Committee is required; the Advisory Committee reports that the rank advancement review portfolio is in order and that no further assessment is necessary.

**5.8.16** If the rank advancement portfolio is found to be problematic, the Advisory Committee shall conduct a thorough review of the rank advancement review portfolio and provide its views on the rank advancement review portfolio as a whole, as well as its views on any of the deficiencies or problems noted. The committee shall provide comments explaining their determination.

**5.8.17** The Provost shall review the rank advancement review portfolio according to the currently approved department rank criteria and university policy. The Provost shall forward the rank advancement review portfolio along with a written recommendation to the President of the University no later than March 31.

**5.8.18** The President shall review the rank advancement review portfolio and, upon consultation with the Board of Trustees, make a final rank advancement decision according to the currently approved department rank advancement criteria and university policy.

**5.8.19** Within 14 days of the President's decision, the Provost shall convey the President's decision to the faculty member in writing.



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**5.8.20** If a deadline specified in this policy is not on a business day, the deadline shall be extended to the next business day. Reasonable exceptions to these dates due to extraordinary circumstances may be allowed if the Provost approves.

**5.8.21** Faculty members may appeal decisions relating to a denial of rank advancement according to the provisions and timelines outlined in UVU Policy 646 *Faculty Appeals for Retention, Tenure, and Promotion*.



**5.9 Summary of Dates in the Rank Advancement Process**

No later than	<b>Candidate is NOT a Department Chair</b>	<b>Candidate IS a Department Chair</b>
April 15	Faculty who plan to apply for rank advancement must declare to their department chair their intent to submit a portfolio for rank advancement by April 15 of the academic year in which they wish to apply for rank advancement.	
May 1	Department chair provides a list of the rank advancement candidates in writing to the department RTP committee chair, dean, and deputy provost.	
October 15	Candidate requests rank advancement consideration by submitting a faculty portfolio to the approved university electronic system.	
November 7	Rank advancement committee forwards the rank advancement review portfolio containing its recommendation to the department chair.	Rank advancement committee forwards the rank advancement review portfolio containing its recommendation to the dean.
December 1	Department chair reviews the rank advancement review portfolio and forwards it with their written recommendation to the dean.	N/A
December 31	Dean submits the rank advancement review portfolio with all recommendations to the Provost, RTP advisory committee, and candidate.	
January 15	Candidate appends any rebuttals to the recommendations in the rank advancement review portfolio and submits the portfolio to the dean, RTP advisory committee, and Provost via the approved university electronic system.	
February 15	Rank Advancement Advisory Committee submits assessment to the Provost and Deputy Provost.	
March 31	Provost reviews the rank advancement review portfolio and forwards it with their written recommendation to the President.	



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April	The President, in consultation with the Board of Trustees, reviews the rank advancement portfolio and decides whether to grant rank advancement.
Within 14 days of the President's decision	Provost reports the decision to the candidate in writing and sends a copy to the department rank advancement committee, department chair, and dean.
May	The candidate may initiate an appeal in accordance with UVU Policy 646 <i>Faculty Appeals for Retention, Tenure, and Promotion</i> .
July 1	Rank advancement becomes effective.

<b>POLICY HISTORY</b>		
July 7, 2005	Approved for Policy Manual	
June 22, 2017	<i>Nonsubstantive change:</i> In section 2.0 and 5.4.2, updated title of Policy 637 from " <i>Faculty Tenure and Appeals</i> ," to <i>Faculty Tenure</i> "	Policy Office
June 22, 2017	<i>Nonsubstantive change:</i> In section 2.0 added Policy 306 <i>Faculty Positions: Posting and Waiver of Posting</i> as it was referenced in the body of the policy.	Policy Office
April 25, 2024	Revised policy via regular process with compliance changes, mandated by HB 438, Utah Legislature, approved.	UVU President's Council
May 6, 2024	Compliance change ratified.	UVU Board of Trustees