

Promotion in Rank for Career-Track Faculty.

I. Overview

Career faculty positions do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. All evaluations are based on assigned duties. Faculty will not undergo a separate annual evaluation/review during any year they are undergoing review for promotion in rank. For career-track faculty members applying for promotion in rank, their performance is evaluated over the total time in the previous rank based on the criteria established in the policy on Academic Rank and Criteria for Ranks for the rank being considered, and any other criteria established by their respective center, department/program, or college/school/center. Career-Track faculty members are evaluated annually according to the policy on "Reappointment/Annual Review or Non-reappointment of Faculty."

II. Teaching Faculty

A. Expectations

Teaching faculty members hold full-time positions that require an advanced degree as appropriate to the discipline, and evidence of teaching ability. Documentation of expertise in a specific field may also be required. Teaching Faculty are expected to assume an instructional role, to include teaching and/or mentoring, as appropriate, at undergraduate or graduate levels and participate in other professional service activities normally assigned to or expected of full-time faculty. Refer to the policy on Academic Rank and Criteria for Ranks for the expectations specific to each Teaching Faculty rank. Refer to the policy on Academic Rank and Criteria for Ranks for the expectations specific to each Teaching Faculty rank.

B. Promotion Process for Teaching Faculty

Promotion requests shall be initiated by the faculty and conferred based on the recommendation of the department/program promotion and tenure committee, chair/director, and college/school promotion and tenure committee to the dean of the college/school. A faculty member may apply for early consideration for promotion in rank if the faculty member believes that they have met or exceeded the expectations of quantity and quality of achievements for teaching and service needed to qualify for promotion before the end of the normal five-year period. The criteria for the award of promotion will be the same as for those who apply after the normal five-year period, i.e., the total body of work must be equivalent to that expected after five years at their current rank. Only demonstrably exceptional faculty or faculty with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions will be awarded early promotion under this clause. Demonstrably exceptional is defined as meeting or exceeding expectations for quantity and quality of achievements for teaching and service needed to qualify for promotion to teaching associate professor prior to the conclusion of the normal five-year period.

C. Submission, Review, and Recommendation:

- i. The candidate must notify their department chair or program director by August 1 of their intent to apply for promotion in rank.
- ii. The candidate prepares and submits to the department chair via the secure evaluation system the following: their promotion portfolio documenting their professional accomplishments, to include, at a minimum, a curriculum vitae prepared in accordance with the guidelines from the office of the appropriate executive vice president, a list of teaching assignments with teaching portfolio evaluations, student opinion survey feedback, both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair/director forwards the credentials to the department promotion and tenure committee.
- iii. The department/school promotion and tenure committee and Teaching faculty at or above

the rank being sought review the credentials, vote, and makes a recommendation. The vote and the names of all reviewers who participated in the deliberation of the case should be recorded and submitted, along with the committee's recommendation, via the secure evaluation system. For all committees, in instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion.

- iv. The department/school chair/program director makes an independent evaluation and recommendation with copies to the candidate seeking promotion and forwards all credentials and recommendations to the college/school promotion and tenure committee.
- v. The college/school promotion and tenure committee reviews the documents, votes, and makes recommendations. The promotion portfolio, votes, and other documents are forwarded to the dean.
- vi. If the dean decides against the promotion, the candidate may request a review by the appropriate executive vice president. The decision of the executive vice president is final.
- vii. If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.

III. Research Faculty

A. Expectations

Research faculty members hold full-time ranks that require an appropriate advanced degree and evidence of research ability. Faculty who are appointed to this rank are expected to assume an active research agenda and individual or team grant activity, supervise undergraduate and graduate students, as appropriate, and participate in other professional service activities normally assigned to or expected of full-time research faculty.

B. Promotion Process for Research Faculty

Promotion from the rank of research assistant professor to the rank of research associate professor or from the rank of research associate professor to research professor shall be initiated by the faculty member and conferred in accordance with the policy of the research center, or if housed in a college/school, applicable college/school policy. Research faculty members may apply for promotion if they have met or exceeded the expectations of quantity and quality of achievements for promotion before the end of the normal five-year period. The criteria for early promotion will be the same as for those who apply after the normal five-year period (i.e., the total body of work must be equivalent to that expected after a normal five-year period). Early promotion will be granted only to demonstrably exceptional faculty or those with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions. Demonstrably exceptional is defined as meeting or exceeding expectations for quantity and quality of achievements for research and service needed to qualify for promotion to the next rank prior to the conclusion of the normal five-year period.

Promotion to a higher rank will require external evaluation of the quality of the faculty member's research performance from nationally recognized experts in the faculty member's field. University Research Centers will establish a promotion committee, to review faculty promotions and make recommendations to the center director. This promotion committee should include at least one member from the academic department(s) most closely aligned to the center to ensure promotion considerations are being applied equitably between the faculty assigned to that department and those assigned to the center. In centers where fewer than three members hold appointments in the rank being considered or above, the center director will solicit members of the department(s) most closely aligned to the center, in consultation with the chair(s) of those department(s), to form a committee of

at least three.

C. Submission, Review, and Recommendation

- i. The candidate must notify their center director or department chair by April 1 of their intent to apply for promotion in rank.
- ii. The candidate prepares and submits to the center director or department chair via the secure evaluation system their promotion portfolio documenting their professional accomplishments to include, at a minimum, a curriculum vitae prepared in accordance with the guidelines from the office of the appropriate executive vice president or vice president for research and economic development, list of accomplishments, all annual evaluations by the center director department chair and dean, and other relevant materials. Research faculty with teaching responsibilities must provide evidence of teaching effectiveness, including peer review evaluation reports, and student opinion surveys. The chair/director forwards the candidate's credentials and external reviewers' letters and curriculum vitae to the department/center promotion and tenure committee. See section below for details related to identifying and securing external review letters.
- iii. For promotion candidates in a college/school research center, the center/department promotion and tenure committee will review the credentials, vote, and make a recommendation. The names of the committee members participating in the review and deliberation and vote count should be recorded and submitted, along with the committee's recommendation, via the secure evaluation system for the department chair/center director and the candidate for promotion. For promotion candidates in an Office of Enterprise Research and Innovation (OERI) center, the review of credentials, voting, and recommendation will be conducted in accordance with the policy of the center.
- iv. For candidates in a research center housed in a college/school, the department chair/center director makes an independent evaluation and recommendation with copies to the candidate seeking promotion and forwards all credentials and recommendations to the college/school promotion and tenure committee. For candidates with an appointment in an Office of Enterprise Research and Innovation (OERI) center, the center director makes an independent evaluation and recommendations with copies to the candidate.
- v. For candidates in a research center housed in a college/school, the college/school promotion and tenure committee will review the documents, vote, and make a recommendation. The materials, votes, and other documents are forwarded to the dean.
- vi. The center director will review faculty promotion recommendations and will recommend to the vice president for research and economic development or dean of the relevant academic college/school those members who have met the promotion criteria.
- vii. The vice president for research and economic development or college/school dean will forward a recommendation regarding promotion to the appropriate executive vice president for review by the University Promotion and Tenure Committee.
- viii. The University Promotion and Tenure Committee will forward a recommendation to the appropriate executive vice president and vice president for research and economic development. If the decision of the executive vice president and vice president for research and economic development is for promotion, the faculty member will receive the higher rank in the subsequent academic year.
- ix. If after consulting with the vice president for research and economic development, the appropriate executive vice president decides against the promotion, the person may request a review by the president. The decision of the president is final.

IV. Clinical Faculty

A. Expectations

Clinical Faculty members hold full-time positions that require appropriate advanced degree and evidence of clinical experience commensurate to their rank. Expectations for these positions are as defined by their department and college/school.

B. Submission, Review, and Recommendation

- i. The candidate must notify their department chair by April 1 of their intent to apply for promotion in rank.

The candidate prepares and submits to the department chair via the secure evaluation system their promotion portfolio documenting their professional accomplishments to include, at a minimum, a curriculum vitae prepared in accordance with the guidelines from the office of the appropriate executive vice president, list of accomplishments, all annual evaluations by the department chair and dean, and other relevant materials. The department chair forwards the candidate's credentials and external reviewers' letters and curriculum vitae to the department promotion and tenure committee. See section below for details related to identifying and securing external review letters.

- ii. The department promotion and tenure committee will review the promotion portfolio, vote, and make a recommendation. The vote should be recorded and submitted, along with the committee's recommendation, via the secure evaluation system. For all committees, in instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion.
- iii. The school/college promotion and tenure committee will review the promotion materials, vote, and make a recommendation. The promotion portfolio, school/college promotion and tenure committee votes and other documents are forwarded to the dean.
- iv. The dean will review the promotion portfolio promotion recommendations and forward their recommendation to the appropriate executive vice president for review by the University Promotion and Tenure Committee.
- v. The University Promotion and Tenure Committee will forward a recommendation to the appropriate executive vice president. If the decision of the executive vice president is for promotion, the faculty member will receive the higher rank in the subsequent academic year.
- vi. If the executive vice president decides against the promotion, the candidate may request a review by the President. The decision of the president is final.

C. External Reviewers for Clinical and Research Ranks

- i. Promotion in rank for clinical and research faculty will require external evaluation of the quality of the faculty member's scholarly activities by nationally recognized experts in the faculty member's field.
- ii. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, appropriate executive vice president, and the University Promotion and Tenure Committee rests with the department chair. All external reviewers will receive a standard letter sent by the chair but prepared by the appropriate executive vice president in consultation with the deans, with a copy of the policy on external reviews, so their responsibilities will be clear. The University and college/school administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.

- iii. External reviewers with academic positions must hold a rank equal to or higher than the promotion rank for which the faculty member is being considered; only one external reviewer per institution may serve as a reviewer on a single promotion case. External reviewers should not be affiliated with the candidate's degree-granting institution(s) or a non-peer institution, and they should not be close collaborators, former mentors, or frequent co-authors of the candidate, except where allowed by the departmental statement on evaluation of research. The dean must provide justification for any exceptions. The selection of potential external reviewers must be completed before submitting the end of the semester prior to the submission of credentials for promotion.
- iv. The department promotion and tenure committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers, including potential conflicts of interest. This documentation will become part of the promotion file. The department chair will submit the combined list of reviewers to the dean. The dean will submit an agreed upon list to the appropriate executive vice president for final approval prior to initiating the review process. The final list of external reviewers, together with the documentation on personal and professional relationships by the candidate, should be included as part of the application package for all internal reviewers.
- v. Candidates for promotion are responsible for preparing the clinical portfolio and curriculum vitae to be sent to external reviewers. External reviewers will be asked to evaluate all material submitted to them and to evaluate the quality of the work and the scholarly reputation (regional, national, international) of the candidate.
- vi. Each external reviewer must provide a current curriculum vitae and disclose any personal or professional relationship with the candidate. It is the responsibility of the department chair to include all external review letters received, the curriculum vitae for all external reviewers, and any conflict-of-interest disclosures provided by external reviewers. External reviews will be confidential; reviewers will be advised accordingly, and breaches of confidentiality by internal reviewers may be subject to a minor sanction. Requests for exception to the confidentiality of external reviews should be made directly to the appropriate executive vice president before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential.

V. Voting and Decision-Making Process for Promotion of Clinical and Research Ranks

A. Departmental Committee Review

- i. The committee makes its recommendation concerning promotion to the chair (or designee) together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote). All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted.
- ii. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. Only those faculty present as the candidate is being reviewed during the deliberations can participate in drafting or approving the letter. In instances of a non-unanimous vote, the minority opinion must be included in the committee's recommendation, and the minority must be given the option to write it.

- iii. A copy of the recommendation letter will be provided to the faculty member by the chair of the committee.

B. Department Chair Review

- a. The department chair (or designee) evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source and makes a recommendation concerning promotion.
- b. A copy of that review and recommendation letter will be provided to the faculty member and the dean by the chair of the department.

C. College/School Promotion Review Committee

- i. If either the departmental committee (or group), or the chair (or designee), or both recommend promotion, the faculty member's credentials together with the recommendation of the faculty committee and the chair (or designee) will be forwarded to a promotion committee of the college/school for consideration.
- ii. The college/school committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons for the minority), to the dean. The recommendations will indicate the vote of the committee. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee's recommendation, and the minority must be given the option to write the minority opinion.
- iii. If neither the faculty committee nor the chair recommend promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college/school promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college/school, which examines them and makes a recommendation concerning promotion to the dean. The dean examines all documents, including the college/school committee's recommendation, and decides on promotion.
 - a. If the dean's determination is negative and is in accordance with the recommendations of the departmental committee, the chair, and the college/school committee, then the faculty member is not promoted for the coming year.
 - b. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the executive vice president. The decision of the executive vice president is final in such cases.

D. Review Committee Protocols.

- i. No dean, full- or part-time associate dean or assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either the departmental, college/school, or University Promotion and Tenure Committee. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
- ii. Any committee member who participates in the promotion process votes at most only once in any specific case. Department promotion and tenure committee members shall vote at the department level. A member of the department committee may not choose to vote on cases from their department at the college/school or university level. Members of the department committees must vote at that level and may not choose whether to vote at the department level or at a later point.

- iii. To ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the promotion process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department will work in consultation with the dean of the college/school to decide whether the person should be excluded from serving on the review committee.
- 1. The faculty member under consideration for promotion is given an opportunity at various intervals to submit written statements to the secure site in support of their promotion case, or to correct any factual misinformation in previous recommendations. The candidate may also choose to submit a written statement to the office of the appropriate executive vice president, and they will add such statements to the candidate's file.
- iv.
- v. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the promotion file by the Office of the appropriate executive vice president. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual who first sees this new material (e.g., department chair, dean, EVP).

VI. Part-Time Clinical and Teaching Faculty

Part-time clinical and teaching faculty must be evaluated on an annual basis according to departmental or college/school guidelines. They may be promoted in rank (for example, from adjunct assistant teaching/clinical professor to adjunct teaching/clinical associate professor or adjunct teaching/clinical associate professor to adjunct teaching professor) upon recommendation of the chair and dean to the appropriate executive vice president. Full documentation of the credentials of the faculty members recommended for promotion is required. If the appropriate executive vice president denies the promotion, the decision of the president is final.

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