



**Procedures for Joint Tenure and Promotion  
Reviews of  
Dual-Appointment Faculty Members  
in the  
College of Arts and Sciences and School of Education**

**COLLEGE OF ARTS and SCIENCES**  
and **SCHOOL OF EDUCATION**  
SYRACUSE UNIVERSITY

## Procedures for Joint Tenure and Promotion Review School of Education and College of Arts and Sciences

### **The Annual Review Process**

Typically, new faculty members are given three-year terms when they are appointed dually to the faculties of the College of Arts and Sciences (A&S) and the School of Education (SoE). Dually-appointed, untenured, tenure-track faculty members are reviewed each year to provide them direct feedback on their accomplishments. This feedback is designed to support the new faculty member's efforts to progress toward successful promotion and tenure reviews in the years to follow. The process is documented in the "Annual Report and Recommendation on Non-Tenured Faculty" (AR&R) form provided by the University. It is conducted separately by the respective department chairpersons in A&S and SoE in consultation with each other, and with the concurrence of the deans. One AR&R form is completed with each unit's letters of review attached, and the form signed by all parties. Copies of completed forms are on file in each school/college. This review process is followed in years 1, 2, 4, and 5 of appointment, with a more extensive review conducted in year 3 (see the document "Procedures for Joint Annual Reviews and Third-Year Review of a Dual-Appointment Faculty Member" for guidelines). The procedures for joint review for promotion and tenure are detailed in this document.

### **Joint Review for Promotion and/or Tenure**

For joint reviews, the A&S Form A (and the available electronic template) will be used to organize the candidate's preparation and presentation of materials for the review. In addition to completing Form A, the candidate is expected to prepare and submit a portfolio of materials for review by the tenure review committees, department chairs, and the deans. The content and organization of this portfolio is provided in the A&S promotion and tenure policies and procedures document.

The SoE's Teaching Committee procedure will be used as part of the joint tenure and promotion reviews. The procedures guiding the work of the Teaching Committee are detailed in the SoE *Statement on Promotions and Tenure Policies and Procedures*. For this procedure, the candidate completes Form T-1, and the Teaching Committee completes Form T-2; both documents become part of the candidate's file. (Reference should also be made to the SoE *Statement on Promotions and Tenure Policies and Procedures* for an overview of the Teaching Committee structure and process.)

- If the A&S department conducts its own review of the candidate's teaching, a copy of that review becomes part of the candidate's file. The SoE Teaching Committee will be composed of SoE faculty members only and a SoE doctoral student.
- If the A&S department does not conduct its own review of the candidate's teaching, then the SoE Teaching Committee will be the candidate's sole reviewing Teaching Committee. It will consist of members as described above, with the addition of one A&S faculty to be selected by the candidate's A&S department chair.

The A&S department chair and the Associate Dean of the SoE work together to assemble a file containing each AR&R form, the Third-Year Review report(s) and letter, and other records of support and feedback that have been given to the candidate over time. The solicited external reviews of the candidate's scholarship are included in this file. This file is available to the promotion and tenure committee members within the A&S department.

Using the appropriate sections of the A&S Form B, the department reports its assessment and recommendation regarding the candidate. A departmental letter is written by the A&S department chair, summarizing the department's assessment and indicating a recommendation regarding the candidate. The SoE department chair writes a letter summarizing her/his assessment and indicating a recommendation regarding the candidate.

A confidential file of materials is assembled by the Associate Dean of the SoE. Included in the confidential file are the completed A&S Form B, the departmental letters, the solicited external reviews of the candidate's scholarship, the Teaching Committee report (Form T-2), and any other relevant confidential documents.

A Joint Tenure and Promotion Committee consisting of 8 members (4 faculty members from A&S Promotion and Tenure Committee, and 4 faculty members from the SoE Promotion and Tenure Committee) is formed. This committee replaces the separate school/college level tenure committees. One faculty member from A&S and one faculty member from the SoE serve as Co-Chairs of the Joint Tenure and Promotion Committee. The Joint Tenure and Promotions Committee addresses all cases of dual appointment faculty members to be reviewed in a given year.

Decisions regarding promotion and tenure are made separately, drawing on distinct criteria, even if made during the same review, by the Joint Tenure and Promotion Committee.

The Joint Tenure and Promotions Committee uses the A&S Form B to report its final assessment and recommendation. A letter written by the Co-Chairs of the committee accompanies Form B.

The review sequence is as follows:

- review and recommendation by the department-level promotion and tenure committee in A&S, and review and recommendation by the department chair in SoE;
- review and recommendation by the Joint Tenure and Promotion Committee;
- review of the Joint Committee's recommendation of tenure by the Deans of A&S and SoE;
- recommendation by the Deans of A&S and SoE;
- review and confirmation on promotion decisions by the University Senate; and
- review and decision on tenure by the Provost and Board of Trustees of Syracuse University.

#### Timeline and Process Details

To be clear regarding due dates and how review materials should be routed through the review process, the following chronology and guidelines are set:

#### *The year before the year of the review:*

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| January 15 | The Teaching Committee is formed. The candidate prepares materials on her/his teaching and submits them to the Teaching Committee chair by January 15 <sup>th</sup> .   |
| April 1    | The candidate submits a list of 6-10 rank-ordered names of potential external reviewers to the department chair in A&S and to the Dean of the SoE. The candidate should |

include a written rationale for the selection of each reviewer, consistent with criteria and guidelines specified by the Provost.

- April 2-24 The A&S department chair generates her/his own rank-ordered list of 3-5 potential reviewers, and the Dean of SoE generates an additional rank-ordered list of 3-5 potential reviewers. An integrated rank-ordered list is formed from all three lists. The Dean of the SoE then contacts the potential external reviewers to solicit their willingness to serve. The goal is to identify at least three reviewers from the candidate's list and at least three reviewers from the department and dean lists to serve as external peer reviewers. At least one-half of the letters solicited must come from reviewers not on the candidate's list.
- May 31 The candidate submits six packets of external review materials to the Dean of the SoE for distribution to external reviewers.
- July 31 The external review packets (including a cover letter from the Dean) are distributed to the external reviewers no later than this date, with a return due date of August 25.

The year of the review:

- Fall Joint Tenure and Promotion Committee is appointed, as recommended by the Dean of the SoE and the Chair of the Promotion and Tenure Committee in A&S.

The A&S department chair works with the Associate Dean of the SoE to assemble the file of containing each AR&R form, the Third-Year Review AR&R form and letter, the solicited external review letters, and other records of support and feedback that have been given to the candidate over time. This file is shared with the A&S department promotion and tenure committee members and the SoE department chair.

- September 30 Candidate submits her/his Form A and materials to the A&S department chair who shares these materials with the SoE department chair.

In A&S, the departmental tenure and promotion committee also has access to these materials. The departmental committee uses A&S Form B to reports its assessment and recommendation. The department chair writes a letter summarizing the assessment and recommendation.

The SoE department chair writes a letter summarizing her/his assessment and recommendation.

Form B and the two letters are included in the confidential file.

The Teaching Committee submits its report to the Associate Dean of the SoE, and it is placed in the confidential file.

- October 15 The Associate Dean of the SoE assembles the confidential file on the candidate, and presents it to the Co-Chairs of the Joint Tenure and Promotion Committee.

- October 15 – The Joint Tenure and Promotion Committee meets to consider the case. They establish

March            their own rules and procedures for review of the materials, deliberations, and voting. Having concluded its review, the Co-Chairs of the Joint Tenure and Promotion Committee complete Form B and compose a letter reflecting its assessment of the candidate and its recommendation regarding promotion and/or tenure. The Co-Chairs submit Form B and their letter, and all materials to their respective Deans in keeping with the timeline established by the Provost. The Deans include their own (joint or separate) assessments and recommendations to the Provost.

May              The candidate will be informed in writing of the final decisions regarding tenure and promotion.

Approved by the School of Education Assembly, \_\_\_\_\_, 2012;  
Approved by the College of Arts and Sciences, April 10, 2012.