

College of Human Environmental Sciences Promotion and Tenure Process

Unit: College of Human Environmental Sciences
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I. Overview and Timeline for CHES Retention, Promotion, and Tenure Review

The College of Human Environmental Sciences (CHES) uses Faculty Success as a platform for hosting and reviewing the dossiers of faculty candidates for the purpose of retention, or who are seeking promotion and/or tenure (RPT) at The University of Alabama. For the purpose of this document, faculty members seeking to be retained, promoted, and/or tenured will be referred to as “candidates”. This policy does not apply to CHES’ renewable contract faculty or instructors.

The primary responsibility for preparing a dossier rests with the faculty candidate, but the Department Chair will provide appropriate assistance upon request (please also see Section II below). Following university protocols, completed dossiers should be submitted for review to CHES administrators by the appropriate deadline. Listed below are the types of annual reviews required by The University of Alabama, along with the annual deadlines for submitting dossiers, and the levels of review for each type within CHES.

Table 1: Schedule for Types of Review, Submission Deadlines, and Review Levels

CHES Candidate Dossier		
Type of Review ¹	Submission Deadline	Review Levels
2 nd , 3 rd , and 5 th year Probationary Reviews	August 16 th	Department RPT committee Department Chair Dean Provost ²
4 th year Administrative Retention Review	August 16 th	Department RPT committee Department Chair College RPT committee Dean Provost
6 th year Mandatory Promotion and Tenure Review ³	August 16 th	Department RPT committee Department Chair College RPT committee Dean Provost
Candidates Seeking Promotion to Professor	August 16 th	Department Professor Promotion committee Department Chair College Professor Promotion committee Dean Provost

¹ Each review is conducted at the beginning of the candidate’s position year. E.g., 2nd year probationary review is conducted at beginning of candidate’s 2nd year.

² Dossiers go under Provost review during non-mandatory years if a recommendation is being made for non-renewal.

³ If a faculty candidate is seeking early promotion and/or tenure their dossier will follow the review levels outlined for the 6th year Mandatory Promotion and Tenure Review.

The CHES review committees follow the procedures in the UA Faculty Handbook when reviewing dossiers. Candidates are strongly encouraged to carefully read the faculty handbook, paying particular attention to the appropriate section(s) relevant for review (i.e., promotion, awarding tenure, preparation of dossiers, etc.) to be informed of the university policy regarding application for promotion and/or tenure. The timeline followed by the college is listed above and may differ from the University timeline. The link to the faculty handbook and passages relevant to promotion and tenure can be located at: <https://facultyhandbook.ua.edu/>. However, since this link may change, candidates are encouraged to search the UA website using the keywords “Faculty Handbook” for the most recent version.

Prior to submission of the dossier for review, the candidate should review this policy and consider:

- Starting early.
- Seeking advice from tenured colleagues.
- Working with your department chair prior to the deadline to determine adequacy of dossier materials.
- Confirming the accuracy of all materials prior to the deadline.

II. Retention, Promotion, and Tenure Review

The process for submitting and reviewing dossiers follows the sequence depicted below, with candidates having an opportunity to submit a written explanation or rebuttal, if desired, at each level of review (i.e., Steps 2-5 below). Any explanation or rebuttal becomes part of the candidate’s dossier and will be reviewed and responded to in writing before it advances to the next review. Both the candidate’s rebuttal and the reviewers’ response will be added to Faculty Success and become part of the candidate’s dossier materials.

Step 1: Materials submitted to Faculty Success by candidate by the deadline indicated for review

Step 2: Department Retention, Promotion, & Tenure (RPT) committee review

1. Materials reviewed by Department RPT committee
2. Letter submitted to Faculty Success by Department RPT committee
3. Opportunity for candidate rebuttal

Step 3: Department Chair review

1. Materials reviewed by Department Chair
2. Letter submitted to Faculty Success by Department Chair
3. Opportunity for candidate rebuttal

Step 4: College RPT committee review (administrative and mandatory review years only)

1. Materials reviewed by College RPT committee
2. Letter submitted to Faculty Success by College RPT committee
3. Opportunity for candidate rebuttal

Step 5: Dean review

1. Materials reviewed by CHES Dean
2. Letter submitted to Faculty Success by CHES Dean
3. Opportunity for candidate rebuttal

STEP 1: Submit Materials for Review

Each candidate has a unique Faculty Success profile. Access to this profile is available through the “Faculty Success” link on the “Faculty” tab on myBama: <https://mybama.ua.edu>

1. Dossier information:

- a. Candidates will complete entries for their dossier materials in Faculty Success by the appropriate deadline. For specific information on evidence demonstrating progress toward, and supporting the candidacy for, retention, promotion, and/or tenure, please refer to the UA Faculty Handbook as well as the guidance documents for your respective department. Guidance for accurately completing each of these dossier components can be found in the CHES Dossier Preparation Guidelines document.

2. Application Letter for Retention, Promotion, and Tenure Review:

The candidate should provide an application letter summarizing contributions to teaching, research, and service. This letter should highlight evidence that demonstrates progress toward, and supports candidacy for, promotion and/or tenure in the areas of teaching, research, and service. Refer to the CHES Dossier Preparation Guidelines for further guidance on the content of the letter.

This application letter file should be saved using the following format: file name_faculty last name_year (For example, Application_Letter_Smith_2023) and uploaded by the candidate to the Faculty Success workflow for submission by the dossier due date.

STEP 2: Department RPT Committee Review

The Department RPT committee will be comprised of all tenured faculty at the rank of associate professor or professor within the department. If there are fewer than three faculty that are able to provide a review, an ad hoc member from another department will be appointed by the Dean in consultation with the Department Chair. Members of the College RPT committee review candidates only during administrative and mandatory review years. Thus, departmental representatives on the College RPT committee are not eligible to review candidates from their home department at the Department RPT committee level review for those going up for administrative and mandatory year reviews. Departmental representatives on the College RPT committee are eligible to participate in probationary reviews at the department level. Prior to completing any review, a committee chair will be identified through a vote of the Department RPT committee. In the case of a tie vote, the department chair will decide on who will serve as chair of the RPT committee. The Department RPT committee chair is responsible for facilitating the meetings, collecting votes, and uploading materials to Faculty Success. Department chairs cannot serve on the Department RPT committee.

The Department RPT committee will provide a review of a candidate in all review years (typically 2nd through 6th year). The committee will review the candidate’s dossier materials through Faculty Success and any letters from external reviewers (mandatory review year candidates), if applicable.

The Department RPT committee will write a letter to the Dean discussing the candidate’s progress towards promotion and/or tenure, focusing on the areas of teaching, research, and service. The committee’s letter will make recommendations to the Dean about the candidate’s appointment, including the committee vote totals. In all review years up to mandatory promotion and tenure review, the committee members will vote on retention of the candidate for the next year. In the

mandatory promotion and tenure review year, separate votes for tenure and promotion will occur, and the results tallied and reported for each. The Department RPT committee's written recommendation must include the actual vote totals for and against (noting all votes cast). In cases where the vote was not unanimous, the written recommendation must attempt to identify the grounds for dissent so that the votes can be appropriately contextualized as the dossier proceeds through the review.

Persons who have a conflict of interest to the outcome of a specific candidate's objective review will be recused for the review of that candidate. Recusals are permitted when conflicts of interest exist, but an explanation must be provided to the committee chair prior to the meeting. Abstentions are strongly discouraged and not permitted in mandatory tenure reviews.

The Department RPT committee's letter will be uploaded to Faculty Success no later than **September 11th**. The candidate will have the right to submit a written explanation or rebuttal in response to the committee's letter to be uploaded by the candidate to Faculty Success no later than **September 14th**. If the candidate submits a rebuttal, the committee will review it, call for a new vote on the candidate's materials, and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 3: Department Chair Review

The candidate's Department Chair will review the candidate's dossier materials through Faculty Success. The Department Chair will write an independent letter to the Dean discussing the candidate's progress toward promotion and/or tenure. For second thru sixth year candidates the Department Chair's letter will be uploaded to Faculty Success no later than **October 9th**. The candidate will have the right to submit a written explanation or rebuttal in response to the letter to be uploaded by the candidate to Faculty Success by no later than **October 12th**.

If the candidate submits a rebuttal, the Department Chair will review it and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 4: College Retention, Promotion, and Tenure (RPT) Committee Review

The College RPT committee will be comprised of one tenured faculty member from each department at the rank of associate professor or professor. Each committee member will serve a 1-year term. Department Chairs cannot serve on the College RPT committee. Each department will elect one faculty member to serve in this capacity. The Department Chair will facilitate this vote and notify the Dean's office by May 1st. All tenured and tenure-track faculty from that department are eligible to vote on their departmental representative on the College RPT committee. If a committee member is unable to complete their term, a replacement faculty member will be elected by the department to complete the term. Members of the College RPT committee review all candidates for administrative and mandatory review years. Thus, they are not eligible to review candidates from their home department at the Department RPT level review for those going up for administrative and mandatory year reviews. They are eligible to perform probationary reviews at the department level.

Prior to completing any reviews, a committee chair will be identified through a vote of the College RPT committee. The RPT committee chair is a voting member and responsible for facilitating the meetings, collecting votes, and uploading materials to Faculty Success.

The College RPT committee will only provide a review of a candidate during their administrative review (typically 4th year) and mandatory review (typically 6th year). The committee will review the candidate's dossier materials through Faculty Success, including the Department RPT committee's letter, the chair's letter, any rebuttals from candidate (if applicable), and any letters from external reviewers (6th year candidates), if applicable.

The College RPT committee will write a letter to the Dean discussing the candidate's progress towards promotion and/or tenure, focusing on the areas of research, teaching, and service as outlined in the UA Faculty Handbook and the candidate's home department promotion and tenure supplement. The committee's letter will make recommendations to the Dean about the candidate's appointment, including the committee vote totals. In the administrative review year, the committee members will vote on retention of the candidate for the next year. In the mandatory promotion and tenure review year, separate votes for tenure and promotion will occur and the results tallied and reported for each. The College RPT committee's written recommendation must include the actual vote totals for and against (noting all votes cast). In cases where the vote was not unanimous, the written recommendation must attempt to identify the grounds for dissent so that the votes can be appropriately contextualized as the dossier proceeds through the review.

Persons who have a conflict of interest to the outcome of a specific candidates' objective review will be recused for the review of that candidate. As per the UA Faculty Handbook, abstentions are strongly discouraged and not permitted in mandatory tenure reviews.

For Administrative and Mandatory review year candidates, the College RPT committee's letter will be uploaded to Faculty Success no later than **November 9th**. The candidate will have the right to submit a written explanation or rebuttal in response to the committee's letter to be uploaded by the candidate to Faculty Success no later than **November 12th**. If the candidate submits a rebuttal, the committee will review it, call for a new vote on the candidate's materials, and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 5: Dean Review

The Dean will review the candidate's dossier materials through Faculty Success, including the Department RPT committee's letter (along with any rebuttal from the candidate), the Department Chair's letter (along with any rebuttal from candidate), any letters from external reviewers (sixth year candidates), and the College RPT committee's letter (along with any rebuttal from candidate).

The Dean's letter will be uploaded to Faculty Success no later than **January 7th**. The candidate will have the right to submit a written explanation or rebuttal in response to the Dean's letter by no later than **January 10th**. The candidate would upload this rebuttal to Faculty Success.

If the candidate submits a rebuttal, the Dean will review it and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

III. Promotion to Professor Review

The process for submitting and reviewing dossiers follows the sequence depicted below, with candidates having an opportunity to submit a written explanation or rebuttal, if desired, at each level of review (i.e., Steps 2-5 below). Any explanation or rebuttal becomes part of the candidate's dossier and will be reviewed and responded to in writing by that level reviewer before it advances to

the next review. Both the candidate's rebuttal and the level reviewers' response will be added to Faculty Success and become part of the candidate's dossier materials.

Step 1: Materials submitted to Faculty Success by candidate by the deadline indicated for review.

Step 2: Department Professor Promotion committee *

1. Materials reviewed by Department Professor Promotion committee
2. Letter submitted to Faculty Success by Department Professor Promotion committee
3. Opportunity for candidate rebuttal

Step 3: Department Chair review

- Materials reviewed by Department Chair
- Letter submitted to Faculty Success by Department chair
- Opportunity for candidate rebuttal

Step 4: CHES Professor Promotion committee

- Materials reviewed by College Professor Promotion committee
- Letter submitted to Faculty Success by College Professor Promotion committee
- Opportunity for candidate rebuttal

Step 5: CHES Dean review

- Materials reviewed by CHES Dean
- Letter submitted to Faculty Success by CHES Dean
- Opportunity for candidate rebuttal

* To be able to conduct a review with a Department Professor Promotion committee, the candidate's home department must have at minimum 3 faculty eligible to serve on the committee.

STEP 1: Submit Materials for Review

Each candidate has a unique Faculty Success profile. Access to this profile is available through "Faculty Success" link on the "Faculty" tab on myBama: <https://mybama.ua.edu/>

1. Dossier information:

- b.** Candidates will complete entries for their dossier materials in Faculty Success by the appropriate deadline. For specific information on evidence demonstrating progress toward and supporting the candidacy for promotion, please refer to the UA Faculty Handbook as well as the guidance documents for your respective department. Guidance for accurately completing each of these dossier components can be found in the CHES Dossier Preparation Guidelines document.

2. Application Letter for Promotion Review:

The candidate should provide an application letter summarizing contributions to teaching, research, and service. This letter should highlight evidence that demonstrates progress toward, and supports candidacy for, promotion in the areas of teaching, research, and service. Refer to the CHES Dossier Preparation Guidelines for further guidance on the content of the letter.

This application letter should be saved as a file using the following format: file name_faculty last name_year (For example, Application_Letter_Smith_2023) and uploaded by the candidate to the Faculty Success workflow for submission by the dossier due date.

c.

Upload the application letter to the Faculty Success workflow page. **Review Letters:** Copies of recommendation letters received in previous years, as applicable, will be uploaded to each candidate's Faculty Success repository by the Dean's office including:

- Original letter of appointment
- Previous letter(s) from the Department Chair
- Previous letter(s) from the College RPT committee
- Previous letter(s) from the Dean
- Letter from Academic Affairs
- Letters from three external reviewers

STEP 2: Department Professor Promotion Committee Review

The Department Professor Promotion committee will be comprised of all tenured faculty at the rank of professor within the department. To be able to conduct a review with a Department Professor Promotion committee, the candidate's home department must have at minimum 3 faculty eligible to serve on the committee. In the event that a candidate's home department does not meet this requirement, the candidate's dossier would not include a review from a Department Professor Promotion committee. If a department has three faculty eligible to provide a review for candidates seeking promotion to full, one of those members would serve on the College Professor Promotion committee and an ad hoc member will be appointed by the Dean in consultation with the Department Chair to have at least 3 members on the departmental committee.

Prior to completing any review, a committee chair will be identified through a vote of the Department Professor Promotion committee. In the case of a tie vote, the Department Chair will decide on who will serve as chair of the Department Professor Promotion committee. The Department Professor Promotion committee chair is responsible for facilitating the meetings, collecting votes, and uploading materials to Faculty Success. Department Chairs cannot serve on the Department Professor Promotion committee.

The Department Professor Promotion committee will review the candidate's dossier materials through Faculty Success, including letters from external reviewers. The committee will write a letter to the Dean discussing the candidate's progress towards promotion, focusing on the areas of teaching, research, and service. The committee's letter will make recommendations to the Dean about the candidate's appointment, including the committee vote totals. The Department Professor Promotion committee's written recommendation must include the actual vote totals for and against (noting all votes cast). In cases where the vote was not unanimous, the written recommendation must attempt to identify the grounds for dissent so that the votes can be appropriately contextualized as the dossier proceeds through the review.

Persons who have a conflict of interest to the outcome of a specific candidate's objective review will be recused for the review of that candidate. Recusals are permitted when conflicts of interest exist, but an explanation must be provided to the chair. As per the UA Faculty Handbook, abstentions are strongly discouraged in the review for promotion to professor.

The Department Professor Promotion committee's letter will be uploaded to Faculty Success no later than **September 11th**. The candidate will have the right to submit a written explanation or rebuttal in response to the committee's letter to be uploaded by the candidate to Faculty Success no later than **September 14th**. If the candidate submits a rebuttal, the committee will review it, call for a new vote on the candidate's materials, and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 3: Department Chair Review

The candidate's Department Chair will review the candidate's dossier materials through Faculty Success. The Department Chair's independent evaluation letter to the Dean discussing the candidate's progress toward promotion. The letter must include action taken with regard to retention, promotion and/or tenure. The Department Chair's letter will be uploaded to Faculty Success no later than **October 9th**. The candidate will have the right to submit a written explanation or rebuttal in response to the letter to be uploaded by the candidate to Faculty Success by no later than **October 12th**.

If the candidate submits a rebuttal, the Department Chair will review it and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 4: College Professor Promotion Committee Review

Department Chairs cannot serve on the College Professor Promotion Committee. Persons who have a conflict of interest to the outcome of a specific candidates' objective review will be recused for the review of that candidate and a replacement committee member identified by the Dean and Department Chair.

The College Professor Promotion committee will be comprised of tenured faculty members at the rank of professor. When possible, at least one member will be from the candidate's home department. Department Chairs cannot serve on the College Professor Promotion committee. Each department that has a full professor will elect one faculty member to serve in this capacity. The Department Chair will facilitate this vote and notify the Dean's office by May 1st. All tenured faculty from that department are eligible to vote on their departmental representative on the College Professor Promotion committee. Departmental representatives on the College Professor Promotion committee are not eligible to review candidates at the Department Professor Promotion committee level review. If a committee member is unable to complete their term, a replacement faculty member will be elected by the department to complete the term. Prior to completing any reviews, a committee chair will be identified through a vote of the College Professor Promotion committee.

The College Professor Promotion committee will review the candidate's dossier materials through Faculty Success, including the Department Chair's letter, any rebuttals from candidate (if applicable), and any letters from external reviewers. The College Professor Promotion committee review must reflect the productivity standards outlined in the UA Faculty Handbook and the candidate's home department promotion and tenure supplement.

The College Professor Promotion committee will write a letter to the Dean discussing the candidate's progress towards promotion focusing on the areas of teaching, research, and service as outlined in the UA Faculty Handbook and the candidate's home department promotion and tenure supplement. The College Professor Promotion committee's letter will make recommendations to the Dean about the candidate's appointment, including the committee vote totals for recommendation

for promotion. The committee's written recommendation must include the actual vote totals for and against (noting all votes cast). In cases where the vote was not unanimous, the written recommendation must attempt to identify the grounds for dissent so that the votes can be appropriately contextualized as the dossier proceeds through the review. Abstentions are strongly discouraged.

The College Professor Promotion committee's letter will be uploaded to Faculty Success no later than **November 9th**. The candidate will have the right to submit a written explanation or rebuttal in response to the committee's letter to be uploaded by the candidate to Faculty Success no later than **November 12th**. If the candidate submits a rebuttal, the College Professor Promotion committee will review it, call for a new vote on the candidate's materials, and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

STEP 5: Dean Review

The Dean will review the candidate's dossier materials through Faculty Success, including the Department Chair's letter (along with any rebuttal from candidate), letters from external reviewers, and the College Professor Promotion committee's letter (along with any rebuttal from candidate).

The Dean's letter will be uploaded to Faculty Success no later than **January 7th**. The candidate will have the right to submit a written explanation or rebuttal in response to the dean's letter by no later than **January 10th**. The candidate would upload this rebuttal to Faculty Success. If the candidate submits a rebuttal, the Dean will review it and submit a written response within 4 calendar days. This response would be uploaded to Faculty Success.

IV. Timeline for Review

Table 2: Timeline for Review Candidates Seeking Retention, Promotion, and/or Tenure

Due date	Candidates for probationary review	Candidates for promotion and/or tenure review
March 1	n/a	Candidates intending to apply for promotion and/or tenure in the upcoming review cycle notify Department Chair and Dean's office of intent to apply.
March 15	n/a	Candidates identify potential external reviewers, with assistance from Department Chair as appropriate.
April 1	n/a	Department Chair solicits letters from external reviewers. External letters due to Department Chair no later than August 1.
August 16	Candidates upload completed dossier materials/documents to Faculty Success.	Candidates upload completed dossier materials/documents to Faculty Success.
August 18	Administration uploads additional documents (i.e. previous letters and/or external reviews, as applicable).	Administration uploads additional documents (i.e. previous letters and/or external reviews, as applicable).
September 11	Department RPT committee submits recommendation letter to Faculty Success.	Department RPT committee submits recommendation letter to Faculty Success.
October 9	Department Chair submits evaluation letter to Faculty Success.	Department Chair submits evaluation letter to Faculty Success.
November 9	n/a	For candidates in administrative or mandatory review years or candidates seeking promotion to professor, College RPT or Professor Promotion committee submits recommendation letter to Faculty Success.
January 7	Dean submits recommendation letter to Faculty Success.	Dean submits recommendation letter to Faculty Success.
April 1	n/a	<i>Anticipated</i> date for receipt of decision letter for mandatory review candidates and those seeking promotion to professor.