

## SECTION VI: FACULTY

### A. UAMS POLICY: PROCEDURE FOR APPROVAL OF INITIAL FACULTY APPOINTMENTS AND CHANGES IN FACULTY STATUS TO THE UA BOARD OF TRUSTEES

This policy can be found under [All UAMS Policies & Procedures](#). Search by title.

### B. UAMS POLICY: TENURE STATUS AND PART-TIME APPOINTMENTS FOR TENURED FACULTY MEMBERS

This policy can be found under [All UAMS Policies & Procedures](#). Search by title.

### C. APPOINTMENT, PROMOTION, AND TENURE PROCESS

These CON policies and procedures are based on the U of A Board of Trustees Policy 405.1: Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty and UAMS campus general guidelines on promotion and tenure. This revised policy supersedes all existing policies concerning appointment, promotion, tenure, non-reappointment, and dismissal of faculty.

#### 1. Promotion

- a. Promotion in the CON is advancement to a higher rank and title and is based on merit. All promotions must be approved by the Board of Trustees and become effective with the next year's appointment following action of the Board of Trustees, unless a different effective date is approved by them for a specific case.
- b. Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by U of A Board of Trustees Policy 405.1: Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty. However, individual accomplishments and potential for continued value to the university are required for promotion.
- c. Criteria and evaluative procedures for promotion to each rank, as included in this document, have been recommended by the faculty of the CON in accord with criteria and standards recommended by the campus faculty through its governance structure with the concurrence of the dean, the Chancellor of the University of Arkansas for Medical Sciences campus, and have been approved by the president.
- d. Review for promotion is initiated by the faculty member seeking promotion. The faculty member will forward his/her portfolio to the appropriate associate dean for review. The associate dean's letter of recommendation will be sent to the faculty member to be included in the tenure/promotion portfolio. A faculty member who receives a negative recommendation from the associate dean may elect to forward all materials to the Chair of the APT Committee for consideration. Copies should be sent to the appropriate associate dean and the dean.
- e.

- f. Both full-time and part-time faculty may seek promotion.

Revised July 2017

## 2. Tenure

- a. Tenure, the right to a continuous appointment, is granted to eligible faculty upon successful completion of a probationary period. Normally, the probationary period is for six years of satisfactory performance.
- b. The probationary period may not extend beyond seven years. For each academic year in which a full-time appointment is held, the faculty member accrues a year of service which applies toward the probationary period. An initial appointment of less than one year will be considered as a full year of service in determining maximum number of years in probationary status except that appointment for summer sessions will not be considered in determining the number of years in probationary status. Time spent on an off-campus duty assignment or leave-of-absence without pay does not apply toward the probationary period.
- c. Only full-time faculty with ranks of assistant professor, associate professor, and professor are eligible to be awarded tenure. Faculty and other employees with the following titles are ineligible to be awarded tenure: adjunct, or visiting faculty, lecturers; research associates or research assistants; and all clinical ranks.
- d. Other administrators and staff whose primary duties do not involve teaching regularly scheduled credit-hour courses, but who occasionally teach courses, are not eligible for tenure and do not acquire credit for service toward tenure for such teaching activities.
- e. Tenure rights apply to the area(s) of the faculty member's expertise and in the academic unit(s) in which his/her position is budgeted. In this document the academic unit is considered to be the CON. Should a faculty member hold less than a full-time appointment, tenure (the right to a continuous appointment) applies only to that portion of time specified at the time of appointment. Tenure rights are confined to a particular campus and not applicable on another campus of the University of Arkansas.
- f. Faculty members in tenure-track positions shall be advised by the Dean of the College of Nursing of the time when decisions affecting tenure are to be made. Review for tenure is initiated by the faculty seeking tenure.
- g. Faculty members, on acquiring tenure rights, shall receive a notice from the president affirming the acquisition of such rights. No person shall lose tenure rights by acceptance of leave-of-absence or by appointment to a University of Arkansas administrative position.
- h. Tenure becomes effective at the beginning of the 9-, 10-, 11- or 12-month appointment period following the president's action granting tenure (July 1 for 11- or 12-month appointments and the beginning of the fall semester for 9- and 10- month appointments).
- i. An individual in a tenure-track position who was not awarded tenure with any of the

first 6 full-time academic year or fiscal year appointments must be evaluated as specified in U of A Board of Trustees Policy 405.1: Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty during the sixth appointment. If he/she is not approved for tenure, the seventh appointment shall be a terminal appointment.

- j. Faculty members holding tenure rights may be dismissed for cause only after the procedures prescribed in U of A Board of Trustees Policy 405.1: Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty have been followed. A tenured person notified that he/she will be so dismissed will, except in cases of moral turpitude, be given notice of dismissal 12 months prior to termination of employment. This provision does not create an award of severance pay but assumes the full performance of university responsibilities and duties assigned for the period between dismissal notice and final termination.

Revised July 2017

**3. Appointment, Promotion, and Tenure (APT) Committee**

- a. The APT Committee shall be a standing committee of the CON. This committee shall evaluate those faculty members who wish peer review of their eligibility for promotion and/or tenure.
- b. The APT Committee shall review all materials from such faculty member according to the written college and university criteria and make recommendations for promotion and/or tenure to the dean.
- c. All applicants being considered for initial appointment at a rank higher than the entry rank (assistant professor rank for tenure track and clinical instructor rank for the clinical track) shall be evaluated by the APT Committee according to the written College and University criteria (UAMS Policy: Procedure for Approval of Initial Faculty Appointments and Changes in Faculty)

Track	Rank	AP & T Review
Tenure	Assistant professor	No
Tenure	Associate professor	Yes
Tenure	Full Professor	Yes
Clinical	Instructor	No
Clinical	Assistant professor	Yes
Clinical	Associate professor	Yes
Clinical	Full Professor	Yes

- For applicants requiring an APT review (see above table) or if a review is specifically requested by the dean or applicant, the dean will provide the APT chair with the rank, track and position for which the applicant has applied and the applicant’s CV.
- To evaluate qualifications for the initial appointment, members of the APT committee will interview any applicant requiring or requesting an APT review (see above table).
- The APT chair will forward the recommendation for initial

appointment to the dean within 10 business days of the applicant's APT interview.

d. Membership

1. The APT Committee shall be constituted as described in the CON bylaws.
2. A member of the APT Committee who seeks promotion shall resign from the committee; the faculty shall then elect a new member to fill the vacancy.
3. In the event a committee member resigns or is unable to complete the term of membership, the faculty shall elect a new member to fill the vacancy.

e. Responsibilities

Faculty responsibilities are described in the College of Nursing Bylaws located in Section VII of the Faculty Handbook.

f. Promotion and/or tenure procedure

1. New faculty should attend a meeting hosted by the APT Committee during their first semester of employment.
2. After no more than 3 years of service, tenure track faculty are required to submit a preliminary portfolio. Non-tenure track faculty are encouraged to submit a preliminary portfolio for review at least one year prior to requesting promotion. The portfolio is due to the APT chair by the 4th Monday of January. Reviews will occur only in the spring semester. The APT Committee will provide individuals a written, confidential, non-binding critique of the portfolio. A faculty member may request a meeting with the chair of the committee to discuss the assessment. Faculty are encouraged to share the critique with their administrators.
3. Tenure track faculty shall be notified by the dean of their tenure clock status on an annual basis. A table will be sent to all faculty consisting of items designating appointment date, tenure track, non-tenure track, date of last promotion, rank, worksite, year to submit tenure packet, academic year of tenure decision, and tenure.
4. At the time of annual review, the appropriate administrator shall review each faculty member's status in regard to promotion and tenure. The annual review conference for each faculty member shall include a discussion of the faculty member's goals as they relate to promotion and tenure. The annual review report shall reflect the faculty member's progress toward promotion and/or tenure with suggestions for meeting the criteria.
5. By the 4th Monday of April, a faculty member planning to submit his/her portfolio for the upcoming APT portfolio submission deadline shall submit a letter of intent for portfolio submission to the appropriate associate dean and send a copy of the letter to the chair of APT. The faculty member is encouraged to seek guidance from the associate dean to determine his/her readiness for portfolio submission.

6. The appropriate administrator's recommendation to promote and/or award tenure, with rationale and supporting evidence, shall be communicated in writing to the faculty member, the dean, and the Chair of the APT Committee. This recommendation letter is part of the portfolio package due on the 1st Monday of August.
7. A faculty member who receives an unfavorable recommendation from their appropriate administrator may elect to request portfolio review by the APT Committee. To do so, the faculty member should send a written request for committee review to the Chair of the APT Committee with copies to the appropriate administrator and the dean, no later than the 1st Monday of August. A faculty member who has not received a favorable recommendation from their appropriate administrator and who DOES NOT request committee review in writing will not be reviewed by the committee.
8. It is the responsibility of the faculty members seeking peer review for promotion and/or tenure to prepare and submit their portfolio of accomplishments. The portfolio should be prepared according to the guidelines for the preparation of an appointment, promotion, and/or tenure portfolio.
  - a. The portfolio shall be submitted to the Chair of the APT Committee no later than the 1st Monday of August (5pm).
  - b. Confirmation of receipt of portfolio will be sent to applicant by the chair.
  - c. Within two weeks of receipt, chair/designee reviews the portfolio for completeness and adherence to guidelines as specified in the Faculty Handbook. Portfolios that are incomplete or not following specified guidelines will not be reviewed.
  - d. Chair requests confidential letters of reference from 3-5 designated individuals identified in portfolio with a request for a completed review within 4 weeks.

A list of references shall be included as part of the portfolio due on 1st Monday of August. The chair of the committee will request confidential letters of reference from among those provided by the faculty member. If the faculty member is being considered for both promotion and tenure, individuals providing references will be asked to speak to each. The college's criteria for promotion and tenure will accompany the request.

References should be selective and include persons who can speak directly to the faculty member's contributions as they relate to the criteria for promotion and/or tenure. These individuals usually hold a rank that is equal to or higher than that sought by the applicant. Please use appendix E to organize this section. For each person listed, indicate

- Name and credential
- Title and institution
- Detailed mailing address including zip code

- Email address
- Phone number including area code; indicate office, home or mobile number.
- The nature of your relationship with the individual or the role in which you are known to the individual.
- The set of criteria (teaching, research, or service) that the individual can best address.

For faculty seeking the rank of associate or full professor, a minimum of 3 references who can speak to the faculty member's contribution at a national or international level are required.

The APT Committee may seek such additional supporting materials as deemed necessary for an accurate review. Unsolicited information, written and/or oral, should not be submitted to the committee.

If seeking promotion to Associate or Professor Rank, Chair will request 1-2 external reviewers to review portfolio to provide anonymous recommendations (also with a 4-week return timeline). External review request letters will be sent with the portfolio and UAMS/CON criterion for rank/tenure as desired. External reviewers will be at or above the rank that applicant is seeking and will remain anonymous to the applicant and others external to the review process.

- e. APT committee will assign portfolios to appropriate track (clinical or tenure) and develop a timeline for review by the committee during the September meeting.
  - f. Committee members will review portfolios against criteria and each member will complete a written review and recommendation using the APT review template before the October meeting.
  - g. APT committee will meet to discuss recommendations until a majority vote is reached in the October meeting(s).
  - h. The APT Committee shall forward its written recommendations, with reasons, to the dean no later than the 1st Monday of November and to the faculty member no later than the 2nd Monday of November.
9. The dean shall send his/her recommendations to the faculty member, the appropriate associate dean, and the chancellor. The dean's and the APT Committee's recommendation will be sent to the chancellor.
  10. If the faculty member is not recommended for promotion and/or tenure by the dean, the candidate may choose to withdraw from further consideration. If desired, the faculty member may initiate the appeals procedure within 5 working days after the receipt of the dean's recommendation.
  11. Appeals are handled through the UAMS appeals procedures outlined in U of A Board of Trustees Policy 405.1: Appointments, Promotion, Tenure, Non-

Reappointment, and Dismissal of Faculty. Appeals Policy:  
<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf>

Revised July 2017

#### 4. Criteria for Promotion

- a. Reappointment to a given rank requires that the individual meets the requirements of that rank and shows good year-to-year progress. An individual's work will be evaluated not only for the merit of particular accomplishments but also for commitment to and participation in total program goals.
- b. Promotion requires that the individual has shown substantial progress and has demonstrated the ability to meet the criteria of the next rank. It is not based on time in rank only. An individual might be considered a valuable faculty member at a certain rank for many years, yet not show sufficient progress to merit promotion.
- c. The decision concerning the reappointment, promotion, and/or tenure of an individual will be based on an evaluation of work in three broad categories:
  1. Teaching
  2. Scholarly activity
  3. Service

Revised July 1998

#### 5. Criteria for Tenure

Tenure denotes the right to continuous appointment as a member of the faculty. Tenure also denotes recognition by the institution that the individual has demonstrated professional and personal integrity, as well as intellectual qualities which are important for the growth and quality of the program, the institution, and the larger nursing community.

The following criteria will be used to evaluate faculty for tenure. Evidence of:

- a. Consistent contributions to the development and achievement of college
- b. goals.
- c. Continuous professional growth and potential for continued growth in productivity.
- d. Expertise in teaching and in area of specialization.
- e. Recognition of expertise with reputation beyond this college.
- f. Evidence of a consistent trajectory of scholarly inquiry.
- g. Continuous and effective leadership within the college and larger community.

Implementation of these criteria will apply to tenure track faculty as of fall 1996.

Approved by Faculty Assembly May 1995

**D. APPOINTMENT, PROMOTION, AND TENURE CRITERIA: TENURE TRACK**General Guidelines

A doctoral degree is required to enter the tenure track.

Experience in teaching at previous ranks or teaching experience in an area that requires equivalent knowledge and skills is required for appointment or promotion to a specific rank.

An individual seeking appointment or promotion to any rank is expected to have met all criteria for the previous rank as well as the criteria listed for the rank sought.

An individual seeking tenure is expected to meet all criteria for assistant and associate professor.

At the end of 5 years in rank, an assistant professor must apply for promotion to associate professor and tenure.

Initial appointment to the rank of associate professor or professor will be independent of tenure. After 2 years in rank, a person appointed at either rank may apply for tenure.

Revised August 2018