

APPOINTMENT, PROMOTION, AND TENURE

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

6.1 Terms and Definitions**6.1.1 Faculty Titles**

Faculty positions at Kettering University bear one of the following titles:

1. Professor (Full Professor)
2. Associate Professor
3. Assistant Professor
4. Lecturer

6.1.2 Title Modifiers

Faculty titles may be modified by one or more of the following modifiers, as appropriate. A modifier may affect the status of the faculty member. Such efforts are described in further sections of this document.

1. A modifier indicating a funded chair
2. Distinguished
3. Emeritus
4. Retired
5. Visiting
6. Adjunct

6.1.3 Faculty Status

A person holding a position bearing a title given in 6.1.1 is considered a Faculty Member at Kettering University.

6.1.4 Employment Status

All Faculty members at Kettering University are classified into one and only one of the following employment categories.

1. Tenured. Tenured faculty members are offered appointments by Kettering University without reduction in compensation and will be eligible to participate in all Kettering provided benefit plans for each succeeding academic year until retirement, resignation, termination for budgetary reasons or educational change, or dismissal for just cause.
2. Tenure Track. A tenure-track faculty member has a probationary appointment that leads to either tenure or a terminal contract. Within the time frame given in the “AAUP Statement on Academic Freedom and Tenure,” (Chapter 2, page 15) a tenure-track faculty member must receive either:
 - a. promotion with the granting of tenured status
 - b. grant a tenured status without promotion, or
 - c. notification of non-reappointment.
3. Lecturers are not tenure-track.

6.2 Appointments**6.2.1 Selection for Appointments**

Kettering University recruits candidates for faculty positions from a national pool of applications consistent with Kettering University’s policies and procedures, which include the Equal Employment Opportunity Policy. It is unusual to consider a candidate for any position without a Master’s degree or to consider a candidate for a tenured or tenure-track position without a PhD. or appropriate terminal degree. In special cases, a “recognized expert” in a particular field or specialty may be considered for such appointment.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

6.22 Relationships Between Title and Employment Status

All positions with modifiers Emeritus or Visiting or Adjunct are non-tenured.

With the above exceptions:

1. All full professors are tenured;
2. All assistant and associate professors are either tenured or tenure track;

6.23 Appointment Notices

6.23.1 Initial Offer

The initial offer of appointment shall normally be made by letter, issued from the President or his designee, setting forth terms and conditions of the position offered. This offer supersedes any and all other offers, either written or oral.

6.23.2 Notice of Appointment

The notice of appointment for an initial or first-year appointment consists of an “offer letter” signed by the President or the President’s designee. This letter shall include:

1. Whether the appointment is full-time or part-time,
2. The title, with modifiers if any, of the offered position, and
3. The employment status offered.

6.23.3 Notice of Future Status

All lecturers and tenure-track faculty members, except those with the title modifiers Adjunct, Emeritus and Retired, will receive a letter from the President or the President’s designee at least 10 weeks prior to the beginning of the next academic year stating the faculty member’s employment status and salary for the coming academic year. In addition, the letter will contain, for:

1. Lecturers, and tenure track faculty: notice that the letter must be countersigned by the faculty member and returned to Human Resources by a date stated in the letter, usually two weeks after the date of the letter;
2. Tenure track faculty and lecturers being terminated: the effective date of termination. This date must follow guidelines set forth later in this document.

6.24 Evaluation of Tenure track Faculty

Tenure-track faculty members should be aware of their position with respect to promotion/the granting of tenure. They should feel free to request clarification of their position at any time from the Department Head. The Department Head or other designated member of the department promotion committee should serve as mentor for tenure-track faculty, giving candid advice about the tenure-track faculty member’s position and proposed activities. (It should be understood that any such advice does not imply contractual obligations on the part of either party.) At least once a year, there should be a formal evaluation of each tenure-track faculty member’s position. The fact that such an evaluation took place should be entered into the tenure-track faculty member’s personnel file. Any additional documentation deemed relevant by both parties involved will be retained by the Academic Department.

6.25 Appointment Procedures for Special Status

6.25.1 Joint Appointment

At the time of hiring, reorganization, or transfer, each faculty member is appointed to an academic department, hereinafter referred to as the “primary” department. Faculty are expected to support the academic and professional activities of the primary department. Faculty rank reflects the educational and professional duties of the faculty member within his or her primary department.

The purpose of the joint appointment (which has no formal status) is to allow Kettering University Faculty members to participate in academic activities not available through the primary department.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

These additional activities will be recognized by the joint appointment in another academic department, hereinafter referred to as the “joint” department.

6.2.5.2 Funded Chair

Appointment of a faculty member to a funded chair will be in accordance with provisions of the grant establishing the chair. Terms of the appointment are individually negotiated with the recommendations of the department head and approval of the Provost and President.

6.2.5.3 Distinguished

The designation Distinguished will be granted on terms individually negotiated with the department head, Provost, President and with the approval of the Provost and President.

6.2.5.4 Retired

A faculty member retiring from a tenured or protected position automatically receives the designation Retired.

6.2.5.5 Professor Emeritus

The rank of Kettering University Professor Emeritus will be granted to any retired Kettering faculty member who is nominated for such rank by his fellow department members and whose nomination is, in turn, approved by the Faculty Senate, the Provost, and President.

The individual granted the rank of Kettering University Professor Emeritus will have those privileges of office, wherever practicable and feasible, that are normally given active Kettering University faculty members.

An appointment to Kettering University Professor Emeritus also means that the individual may represent Kettering at appropriate functions and professional meetings.

6.3 Kettering University Faculty Development Doctoral Program

6.3.1 Program Administration

1. The Department Heads in consultation with the Human Resources Issues Committee (HRIC) of the Faculty Senate, will nurture and develop relationships with several pre-selected institutions with graduate programs. Department Heads will identify potential Ph.D. candidates at these institutions who may have an interest in teaching and the potential to complete doctoral studies. Additionally, candidates from any institution may be identified by referral or self-nomination.
2. The applicant selection committee should consist of:
 - a. No less than three members of varying ranks of the appropriate academic department, to be appointed by the Department Head,
 - b. One member of the HRIC,
 - c. One member from the Human Resources Department, and
3. The selection criteria should be determined by the selection committee with input from the Faculty Senate and Human Resources to promote uniformity throughout all departments.
4. Applicants must have completed a Master’s degree or equivalent in the appropriate field before admission to the program. The program is primarily aimed at attracting people from under-represented groups. It is, however, open to all qualified applicants.

6.3.2 Program Procedures

1. Participants will be required to pursue a Ph.D. in an area of specialization which will be of future value to Kettering University. This will also be a condition of their employment at Kettering University. Participants will be required to show satisfactory progress as defined by the HRIC.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

2. To evaluate the potential teaching ability of the candidate, Kettering University should offer a one-year contract as a Lecturer with Kettering University faculty members serving as mentors. At the conclusion, the candidate would either be terminated or accepted into the Kettering University Faculty Development Doctoral Program. One alternative to this arrangement would be to allow the candidate to teach for nine months and work for three months in an industrial facility to gain experience. If the candidate has acceptable teaching experience, this evaluation period may be waived.
3. Once accepted into the program, the participant will be classified as a Lecturer with appropriate salary considerations and benefits and will receive a 9-month contract. The standard relocation policy will apply to those accepted into this program.
4. The length of time allowed to complete the Ph.D. will be negotiated with the department. It is suggested that applicants will be given a minimum of 5 years to complete a Ph.D.
5. Participants must notify Human Resources and their Department Head when they are within six months of graduation.
6. The participant's teaching load should be reduced to 6 courses per year. In addition, the participant should have no Kettering University Fifth-year Thesis students and only limited committee work, as primary consideration should be given to the participant's academic graduate requirements.
7. The participant's tuition and fees, for courses pre-approved (in writing) by the Department Head and the Provost, and for which a minimum grade of 3.0 (B) is obtained, will be reimbursed 100% by Kettering University. Travel associated with the completion of the Ph.D. will be at the expense of the participant. If the participant resigns before the number of teaching terms matches the tuition-paid terms, the participant must pay back the tuition reimbursement for the remaining terms.
8. The participant will be assigned a mentor by the Department Head.
9. The participant will be employed on a yearly contract basis. Contract renewal is at the discretion of the hiring department. If the hiring department does not intend to renew the contract, it will give notice of this intention at least 2-1/2 months before the expiration of the contract for the first year, increasing the length of the notice by one month in each succeeding year.
10. At the completion of the Ph.D. program, the participant is encouraged to give a seminar to the Kettering University faculty, submit a grant proposal for evaluation, and submit a research paper for publication. This is a very important step in the development process from student to professor, researcher, and colleague.

6.4 Appointment Procedures for New Appointments

Each academic department will be responsible for recruiting and recommending appointment of new faculty members. These procedures must be consistent with Kettering University hiring practices and procedures, and will be subject to the approval of the Department Head, Provost, and President and/or his designee. These procedures shall provide for departmental peer review and recommendations to the Provost.

New appointments to the ranks of Professor or Associate Professor or to the rank of Assistant Professor with tenure must be reviewed following the promotion process of Section 6.6 – 6.8 as much as possible, but not including rights of appeal. The following sequence of events shall be followed:

1. A document demonstrating the interest of the candidate, accompanied by documentation of the candidate's record, shall be submitted to the appropriate Department Head.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

2. The Department Head will complete a Candidate Assessment and Recommendation Form for the candidate and forward that form, along with all documentation from the candidate, to the appropriate Departmental Promotion Committee.
3. The Department Promotion Committee will hold a meeting to discuss the qualifications of the candidate, after which Candidate Assessment and Recommendation Forms will be distributed, completed by the attendees, and returned to the committee chair for tabulation.
4. If the Department Promotion Committee recommends the appointment of the candidate with tenure or a rank above Assistant Professor, the committee chair will forward all materials to the appropriate University Promotion Committee, after notifying the Department Head and all participating committee members of the results of the tabulation.
5. The University Promotion Committee will hold a meeting to discuss the qualifications of the candidate, after which Candidate Assessment Review Forms will be distributed, completed by the attendees, and returned to the committee chair for tabulation.
6. If the University Promotion Committee endorses the Department Promotion Committee's recommendation, the chair of the University Promotion Committee will forward all materials to the Provost, after notifying the Department Head, the Department Promotion Committee chair, and all participating University Promotion Committee members of the results of the tabulation.
7. The Provost shall make a final recommendation to the President and Board of Trustees regarding the rank and/or tenure to be granted to the candidate. The Provost shall notify the Department Head and Promotion Committee chairs of that recommendation. The Provost is responsible for returning all application materials and forms to the Department Head.

Only after the President and the Board of Trustees or their designee have approved the appointment shall a candidate be offered tenure or a rank higher than Assistant Professor.

It is incumbent on all parties to ensure the highest quality of the documentation submitted in favor of candidates.

6.5 Appointment Criteria

6.5.1 Lecturer

An individual who is qualified to present material that is part of the Kettering University curriculum may be appointed Lecturer.

6.5.2 Assistant Professor

An assistant professor must be a highly qualified faculty member with a commitment to quality instruction, research, scholarly and professional activity and service to Kettering University. An assistant professor must materially contribute to the objectives and values of his/her academic department.

Since appointment to the ranks of Associate Professor and full Professor are often by promotion from a lower rank, the criteria for these positions are presented in greater detail. Premises, requirements, and suggested supporting data are given for each rank.

6.5.3 Associate Professor

The rank of Associate Professor at Kettering University is considered to be a prestigious rank. An individual who attains this rank will have demonstrated significant achievement in teaching, scholarship, and service to the University and the individual's profession. An individual who attains this rank will have exhibited professional maturity. Such an individual should, in the judgment of peers, be capable of thinking and acting as an independent professional, and at the

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

same time be willing to cooperate with colleagues in pursuit of common objectives.

6.5.3.1 Requirements and Supporting Data for Associate Professor

To apply for promotion to the rank of Associate Professor, a candidate must have completed a minimum of 3 years (36 months) of full-time service as a tenure-track Assistant Professor, with at least two such years completed at Kettering University. In general, 4 to 5 years of full-time service are needed to establish fully one's eligibility for promotion.

Any agreements between Kettering University and a faculty member regarding promotion must be in writing and in accord with this and other established policies. These written agreements must be included in the hiring contract and be provided to the University Promotion Committee as part of the application for promotion.

An individual appointed to rank of Associate Professor will have demonstrated:

1. A dedication to teaching and the ability to stimulate student learning and intellectual growth at an outstanding level. Suggestions for supporting data:
 - Testimony of colleagues, in both the candidate's own and other departments who have professionally associated with the candidate.
 - Testimony of qualified educators outside of Kettering University who have knowledge of the candidate's teaching ability.
 - Written course materials including syllabi, final examinations and authored handouts used in degree-oriented or continuing education programs.
 - The documented performance of students in later courses or the written testimony of former students concerning the degree and significance of learning in a specific course.
 - Student evaluation of classroom performance.
 - Peer evaluation of teaching performance.
2. A mastery of knowledge from major and related fields. Suggestions for Supporting Data:
 - Publications in scholarly journals which are widely circulated, preferably at the national or international level.
 - Textbooks and other materials published by reputable publishers.
 - Papers presented to professional societies, including published proceedings.
 - Unpublished monographs.
 - Original instructional materials involving, for example, case problems, simulations, manufacturing or management processes.
 - Tangible evidence of original contributions such as inventions, patents, and equipment designs.
3. The willingness and ability to provide an outstanding level of service to the University and the individual's profession. Suggestions for supporting data:
 - Written records substantiating faculty committee service.
 - Documented evidence of counseling or advisory services to individual students or to student organizations and activities.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

- Documented evidence of consultive or committee service.
- Documented evidence of continuing education or Fifth Year Project activities which provides a direct and significant service to Kettering University cooperative student employers.
- Written evidence to support significant contributions made to the formation or leadership of recognized professional societies.

6.5.4 Requirements and Supporting Data for Full Professor

To apply for promotion to the rank of Professor, an individual must have completed a minimum of 4 years (48 months) of full-time service in the rank of Associate Professor at Kettering University. However, more time is generally required to establish fully one's eligibility for promotion.

Any agreements between Kettering University and the candidate regarding promotion must be in writing and in accord with this and other established policies. These written agreements must be included in the hiring contract (if made at the time of hiring) and be provided to the University Promotion Committee as part of the application for promotion.

An individual appointed to the rank of full Professor will have demonstrated:

1. A sustained dedication to teaching and the ability to stimulate student learning at an outstanding level. Suggestions for supporting data:
 - Testimony of department colleagues, particularly those who regularly associate with the professor being assessed.
 - Written course materials including syllabi, final examinations, and authored handouts used in degree-oriented or continuing education programs.
 - The documented performance of students in later courses or the written testimony of former students concerning the degree and significance of learning in a specific course.
 - Student evaluation of classroom performance.
 - Peer evaluation of teaching performance.
2. Recognition both with Kettering University and the larger academic community as an authority in at least one area of knowledge. The quality and significance of a candidate's scholarly work must be confirmed by tangible evidence of approval by qualified peers outside of Kettering University. Suggestions for supporting data:
 - Publications in reputable scholarly journals, including those produced by professional societies, colleges, universities, or by reputable private publishers, e.g., *Scientific American*, *Physics Today*, or the *Atlantic Monthly*.
 - Documents written in response to publisher's requests to evaluate or referee articles and books which other scholars have submitted for publication. Also published reviews of scholarly articles and books.
 - Papers and other tangible evidence of scholarly presentations at professional society meetings and seminars.
 - Participation in the programs of professional societies as a discussant or respondent to scholarly presentations.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

- Papers or other tangible evidence of scholarly presentations or consultive services provided to other reputable institutions of higher learning.
 - Written materials used in providing consultive or “problem solving” services to business and industry. To qualify as evidence for promotion to full professor, such consultation must be conducted on a sophisticated or “high technology” level.
 - Written evidence which supports the acceptance in the broader academic and professional communities of published texts and scholarly reference books.
 - Scholarly papers distributed or presented orally to Kettering University colleagues.
 - Written instructional materials.
3. Leadership in academic programs and affairs. Suggestions for supporting data:
- Testimony of colleagues who have sought and received assistance in matters of instructional content or method.
 - Written records of major contributions to the development of broad academic programs and specific curricula.
 - Course materials that establish a new direction or area of instruction.
 - Tangible evidence of development of new instructional facilities and equipment.
 - Written records to substantiate faculty committee services.
4. An original contribution to the development or application of knowledge. Suggestions for supporting data:
- Written documentations of original research and tangible evidence of the dissemination of this work to Kettering colleagues and students or to the broader academic and professional communities.
 - Written documentation attesting to the innovative application of existing knowledge to the solution of real problems.
 - Tangible evidence of creative design work, including new or improved products, processes or systems.
 - Written evidence which shows that authored texts and reference books are widely accepted because they contain original materials or because they synthesize or organize information in a uniquely useful manner.
 - Written documentation of patents obtained, testimony from clients consulted, or any other responses that attest to the originality, significance and utility of research and development work.

6.5.5 Guidelines for Joint Appointment

1. Procedure for Approval of Joint Appointment
 - a. A Faculty member, in consultation with his/her primary department, requests consideration for a joint appointment by applying to the appropriate joint department.
 - b. The joint department notifies the Faculty member of its decision to offer or decline the joint appointment.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

- c. If the faculty member accepts the joint appointment, the joint department will notify the Provost.
 - d. The Department Head for the primary department and for the joint department will make recommendations to the Provost to support or deny the request for the joint appointment.
 - e. Upon review of all recommendations, the Provost will grant or deny the joint appointment.
2. Operating Procedures for Joint Appointment
- a. Joint appointments will be recognized when the title of Kettering University Faculty member is used.
 - b. Support will be provided in the primary department. The faculty member will have the full academic rights in the primary department equivalent to the traditional single appointment.
 - c. Academic departments will use departmental procedures for hiring faculty as the basis for consideration of faculty for a joint appointment.
 - d. Duties, responsibilities, and privileges of a Faculty member in the department which grants the joint appointment will be determined by the joint department.
 - e. Joint appointments will be offered in writing, stipulating all conditions including the following:
 - academic rank
 - expected duties
 - departmental privileges and rights
 - percent of duties transferred from primary department
 - other responsibilities, limitations, or special circumstances
 - f. The faculty member will be reviewed and promoted through the primary department with input from the joint department. Merit assessments will be considered from both departments and any merit award will take both into consideration.
 - g. If not specified in writing, the joint appointment will continue indefinitely. Unless specified in writing, either the joint department or the faculty member may terminate the joint appointment provided a minimum of six months notice is given. Less than six months is acceptable if the Department Head for the primary and the joint departments, the Provost and the Faculty member mutually agree to a shorter period.

6.5.6 Guidelines for Emeritus Rank

Emeritus rank is intended as an honor for those retired faculty members who have demonstrated dedication to the enhancement of Kettering University.

The following guidelines are presented as an aid in the nomination and approval process for conferring emeritus rank. Since this is an honorary rank, latitude and discretion in the interpretation of these guidelines is intended.

1. The candidate will have significant length of service at Kettering University.
2. The candidate will have demonstrated consistent service and contribution to Kettering University as exemplified by the following:
 - a. Significant contributions to departmental activities (i.e., curriculum or laboratory development).

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

- b. Significant contributions to Kettering University governance (i.e., University committees, Faculty Senate, Strategic Planning).
- c. Enhancement of Kettering University's image in the larger academic community (i.e., relationships with sponsoring organizations, the greater public, and professional societies).
- d. National recognition/reputation as a lecturer, scholar, or consultant.

6.6 Promotion Process

6.6.1 Mentoring for Assistant Professors

Each academic department shall operate a process that provides continual feedback and mentoring for Assistant Professors in the department.

6.6.1.1 Application

For Assistant Professors seeking promotion to Associate Professor or Associate Professor seeking tenure the mentoring process is mandatory. For Associate Professors seeking promotion to Professor the process is optional. Each department must have a process that provides guidance for candidates. Departments may create their own process as long as it meets the above objectives.

6.6.1.2 Departmental Mentoring Process

1. A Candidate is the individual faculty member who seeks promotion.
2. A Formal Mentor is a tenured faculty member of the candidate's department who is selected by the candidate. This mentor should have a rank higher than the candidate's rank. The mentor is expected to become familiar with the candidate's work and the tenure process to provide guidance in his/her professional development. Moreover, the mentor should periodically meet with the candidate and review the candidate's work, identify areas of improvement and provide frank feedback. The proposed mentor will have the option to decline the candidate's request to be his/her mentor.
3. It is the responsibility of the Department Promotion Committee and the Department Head to assist all the candidates to identify a potential formal mentor.
4. The Department Promotion Committee and the Department Head will meet at a minimum of once a year with the mentor and the candidate to review progress/evaluation reports. The Department Promotion Committee and the Department Head will provide the candidate with a copy of a written summary of the evaluation of the candidate.
5. The Department Promotion Committee and the Department Head must monitor the mentor-candidate relationship and consent to any change to this relationship.

6.6.2 Applicable Promotion Criteria

Each faculty member who is granted the rank of Assistant Professor or Associate Professor shall be provided by the Department Head, at the time of the granting of that rank, with a copy of the criteria for scholarship, teaching, and service that will apply when he or she is considered for promotion to the next higher rank. These criteria are hereinafter referred to as the "applicable promotion criteria".

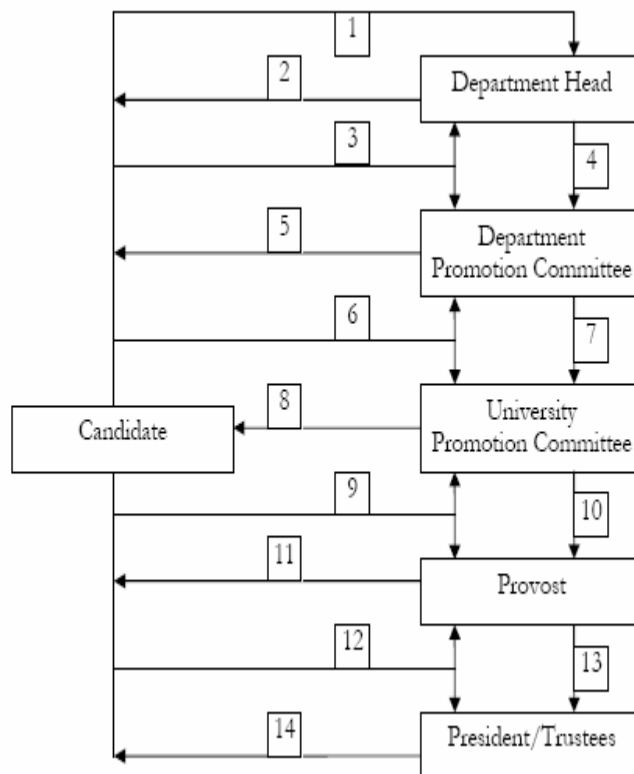
CHAPTER 6 EFFECTIVE DATE: JULY, 2005

Each academic department shall establish specific departmental criteria for scholarship, teaching, and service required for promotion to the ranks of Professor and Associate Professor in that department. In order to be valid, these criteria must be consistent with the general criteria contained in the *Faculty Handbook* in effect at the time, and must be approved as such by the Faculty Senate and the Provost.

The applicable promotion criteria for a candidate for promotion shall be either (1) the established specific departmental criteria that have been provided to the candidate; or (2) the candidate may opt to use any set of his/her departmental promotion criteria in effect since the candidate's current rank was granted; or (3) if no such criteria exist, the general criteria contained in the *Faculty Handbook* as of the time that the candidate's current rank was granted. The candidate must state the applicable promotion criteria with justification, under one of the categories (1), (2), or (3) above in his/her application. If a Department Promotion Committee or University Promotion Committee member incorrectly applies any other criteria in judging the candidate, the chairperson of that committee has the obligation in each circumstance to declare the ballot invalid, following the procedures outlined in 6.8.3 and 6.8.4. If this is not done and an appeal becomes necessary, see 6.6.7.

6.6.3 The Promotion Calendar

The following flowchart gives an overview of the promotion process for candidates and identifies, using numbered boxes, the fourteen key steps involved.



It is the responsibility of the Provost to publish, for each academic year, a promotion calendar that gives specific dates by which each step should be completed for that year. The following table briefly describes

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

each step and gives the relative date by which each step must be completed. The table is a summary only; the exact duties to be performed at each step are outlined in the following sections (which take precedence over the table).

It is expected that all participants in the promotion process will perform their duties in a timely fashion, in order to allow for a fair and equitable consideration of each candidate. Failing to complete a given step by the required date may negatively impact the ability of other participants to complete their work in succeeding steps. Candidates should not be negatively impacted by such failures to act; specific consequences of non-compliance are outlined in the reference sections.

Extensions to these deadlines may be granted by the Faculty Senate's Academic Development, Ethics, Promotion & Tenure Committee (ADEPT) only in extraordinary circumstances (for example, medical emergencies). ADEPT will rule on any request for a deadline extension within two working days of receipt of the request.

Step	Description	Date of Completion
0.	The chairperson of the Department Promotion Committee (DPC) notifies eligible candidates of departmental criteria and procedures of the promotion process. The chairperson also provides the approved promotion process timetable for the current promotion cycle to each candidate. (See Section 6.8.3)	Summer Term 1 st Monday
1.	Candidate notifies the Department Head of intent to be considered for promotion and provides promotion materials to the Department Head. (See Section 6.8.1.)	Summer Term 7 th Monday
2.	Department Head reviews promotion materials, completes a <i>DPC Candidate Assessment and Recommendation</i> form, and returns a copy of the form to the candidate. (See Section 6.8.2.)	Summer Term 9 th Wednesday
3.	Candidate reviews the <i>DPC Candidate Assessment and Recommendation</i> form, informs the Department Head and DPC chairperson whether or not he or she wishes to be considered by the DPC, and if so, provides any response and/or supplementary materials to the Department Head. (See Section 6.8.1.) The candidate must also inform the Academic Development, Ethics, Promotion and Tenure committee (ADEPT) during this period if they wish to appeal a Department Head decision. (See Section 6.6.7.)	Summer Term 10 th Thursday
4.	If the candidate wishes to be considered by the DPC, the Department Head forwards a copy of the <i>DPC Candidate Assessment and Recommendation</i> form and all promotion materials received from the candidate, including any response and/or supplementary materials received from the candidate, to the DPC. (See Section 6.8.2.) Also during this period ADEPT will review appeals and inform candidates of their decision. (See Section 6.6.7.)	Summer Term 11 th Friday
5.	Members of the DPC review all materials received from the Department Head and complete <i>DPC Candidate Assessment and Recommendation</i> forms. The DPC chairperson returns anonymous copies of <i>DPC Candidate Assessment and Recommendation</i> forms to the candidate. In the event that an Associate Professor is under review for promotion to Full Professor, the DPC will provide sufficient time for all Associate Professors within the department to review the candidate's materials, complete <i>DPC Candidate Assessment and Recommendation</i> forms and submit these to the DPC chairperson. (See Section 6.8.3.)	Fall Term 3 rd Wednesday
6.	Candidate reviews <i>DPC Candidate Assessment and Recommendation</i> forms, informs DPC and UPC chairpersons whether or not he or she wishes to be considered by the University Promotion Committee (UPC), and if so, provides any response and/or supplementary materials to the DPC chairperson. (See Section 6.8.1.) The candidate must also inform the ADEPT during this period if they wish to appeal a DPC decision. (See Section 6.6.7.)	Fall Term 5 th Monday
7.	If the candidate wishes to be considered by the UPC, the DPC chairperson forwards <i>DPC Candidate Assessment and Recommendation</i> forms and all materials received from the Department Head, and any response and/or supplementary materials received from the candidate, to the UPC. (See Section 6.8.3.) Also during this period ADEPT will review appeals and inform candidates of their decision. (See Section 6.6.7.)	Fall Term 7 th Monday

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

8.	The UPC reviews all materials received from the DPC, completes <i>UPC Candidate Assessment and Review</i> forms indicating their vote to support or reject the candidate's promotion, and prepares the chairperson's summary. A copy of the summary and anonymous copies of <i>UPC Candidate Assessment and Review</i> forms are given to the candidate. (See Section 6.8.4.)	Fall Term 11 th Friday
9.	Candidate reviews <i>UPC Candidate Assessment and Review</i> forms and chairperson's summary, informs the committee chairperson and Provost whether he or she wishes to be considered by the Provost, and if so, provides any response and/or supplementary materials to the UPC chairperson. (See Section 6.8.1.) The candidate must also inform ADEPT during this period if they wish to appeal a UPC decision. (See Section 6.6.7.)	Winter Term 1 st Monday
10.	If the candidate wishes to be considered by the Provost, the UPC chairperson forwards <i>UPC Candidate Assessment and Review</i> forms, chairperson's summary, all materials received from the DPC, and any response and/or supplementary materials received from the candidate, to the Provost. (See Section 6.8.4.) Also during this period ADEPT will review appeals and inform candidates of their decision. (See Section 6.6.7.)	Winter Term 2 nd Wednesday
11.	The Provost reviews materials received from the UPC and notifies the candidate, the candidate's Department Head and the chairpersons of the UPC and DPC of the Provost's recommendation to support or reject the recommendation of the UPC. (See Section 6.8.5.)	Winter Term 5 th Friday
12.	Candidate reviews the Provost's recommendation, informs the Provost and President whether he or she wishes to be considered by the President and Board of Trustees, and if so, provides any response and/or supplementary materials. (See Section 6.8.1.)	Winter Term 6 th Friday
13.	If the candidate wishes to be considered by the President and Board of Trustees, the Provost forwards his or her written recommendation, and makes available all materials received from the UPC and any response and/or supplementary materials received from the candidate, to the President and Board. (See Section 6.8.5.)	Winter Term 7 th Friday
14.	The President and Board of Trustees reviews the Provost's recommendation and notifies the candidate, the Provost, the candidate's Department Head and the chairpersons of the UPC and DPC of their decision whether to promote the candidate. (See Section 6.8.6.)	April 15 th

6.6.4 Definition of Promotion Materials/Communications

During the course of the promotion process, only those communications originating from the candidate, the candidate's representative and other official participants in the promotion process (Department Head, committee members and chairs, approved external reviewers, Provost, President/Board of Trustees) shall be considered valid communications. Any unsolicited communications, written or oral, that originate from individuals outside the official promotion process, as defined herein, shall be considered invalid and should be disregarded by those involved in the promotion process. Further, any written documentation or oral communications other than those described herein, regardless of the source, shall not be considered as valid or included with the promotion materials without the knowledge and permission of the candidate.

6.6.5 Custody of Promotion Materials

During the course of the promotion process, each candidate's promotion materials, including Candidate Assessment and Recommendation forms, Candidate Assessment Review forms, and any responses and/or supplementary materials from the candidate, are forwarded first from the candidate to the Department Head and then on through the Department and University Promotion Committees to the Provost. While they are in his or her custody, it shall be the responsibility of the Department Head, the chairpersons of the Department and University Promotion Committees, and the Provost to maintain the security of each candidate's materials. Appropriate measures shall be taken to limit access to materials to

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

those with a responsibility to review them, and to prevent any alteration of the materials.

Following the final promotion decision by the President and the Board of Trustees, the Department Head and the chairpersons of the Department and University Promotion Committees shall forward to the Provost for storage all original Candidate Assessment and Recommendation forms, Candidate Assessment Review forms, and copies of written communications. These materials shall be retained in paper form for five years, and then transferred to microfilm. The Provost office will store microfilmed records for seven years beyond the duration of the candidate's employment at Kettering University. Promotion materials provided by the candidate shall be returned to the candidate for storage.

6.6.6 Confidentiality

All aspects of the consideration of each candidate for promotion are to be held in strictest confidence by all participants in the promotion process, including the Department Head, members of the Department and University Promotion Committees, ADEPT, the Provost, the President, and members of the Board of Trustees. In particular, Candidate Assessment and Recommendation forms, Candidate Assessment Review forms, all promotion materials received from the candidate are to be shared only with other participants in the promotion process, and only as described herein. The contents of said documents shall be held in strictest confidence by all involved. Internal discussions that take place in the Department and University Promotion Committees are not to be shared outside the respective committees. Originals of Candidate Assessment and Recommendation forms (on which the author is identified) are to be kept securely in the custody of the chairperson of the respective committee until such time as they are forwarded to the Provost for storage (see Section 6.5.4). The chairperson shall, upon request, make available anonymous copies of Candidate Assessment and Recommendation forms to members of his/her respective committee.

6.6.7 Appeals

The promotion process described herein provides the candidate opportunities to respond to assessments and recommendations by the Department Head, the Department and/or University Promotion Committees, and the Provost, and to have these responses, together with any other supplementary materials that he or she wishes to provide, considered at the next step in the process. The intent of these provisions is to limit the need for a formal appeal.

However, in those cases where the candidate for promotion charges that fair and consistent procedures were violated in the promotional process, the candidate has the right to appeal to the Faculty Senate's Academic Development, Ethics, Promotion & Tenure Committee (ADEPT). Such an appeal must be made within seven days of receipt of written notification of committee or Department Head's recommendations.

No member from the department from which the appeal originates may be present for discussion or vote concerning the appeal. The candidate making the appeal has, in addition, the right, in forming the appeals committee, to one exclusion from ADEPT's membership without the giving of a reason. In the event that the alleged violations involve the University Promotion Committee, which is chaired by the ADEPT chairperson, the chairperson shall excuse himself/herself from the appeals deliberations. Also, any other members of ADEPT who serve on the University Promotion Committee shall excuse themselves from the appeals deliberations. ADEPT shall select an interim chair from its remaining members to handle such appeals.

If an appeal is made on the basis of standards cited by the Department Promotion Committee or the University Promotion Committee that differ from the applicable promotion criteria enumerated in 6.6.2, ADEPT has the obligation, upon determining that the applicable promotion criteria were indeed violated,

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

of invalidating the ballots that cite invalid criteria. The chairperson of ADEPT shall mark as invalid any Candidate Assessment and Recommendation Forms that cite invalid criteria, and shall substitute for the summary memorandum produced by the promotion committee a new memorandum reflecting the adjusted vote totals. The originals of invalid forms shall be held by the ADEPT chairperson until the final promotion decision by the President and Board of Trustees has been reached, after which time the originals shall be forwarded to the Provost. If all ballots are invalidated, the candidate shall be considered approved, and the chairperson of ADEPT shall write a summary of ADEPT's judgment, constituting sufficient reason for consideration of the candidate by the next level in the promotion process. ADEPT shall transmit its ruling, including any substitute memorandum, to the candidate, the candidate's Department Head, the chair of the candidate's Department Promotion Committee, (if applicable) the chair of the University Promotion Committee, and the members of ADEPT participating in the ruling.

In all other cases, ADEPT shall transmit its recommendations, and the reasons thereto, to the candidate, the Senate, the members of ADEPT participating in the case, and the Provost not later than seven days after receipt of the candidate's appeal. The Provost shall have the responsibility for acting upon the recommendations of ADEPT and for notifying the candidate, the candidate's Department Head, the chair of the candidate's Department Promotion Committee, (if applicable) the chair of the University Promotion Committee, and the participating members of ADEPT of those actions.

In all other cases, if ADEPT does not act within seven days of receipt of the candidate's appeal, the appeal shall be considered as automatically granted. The candidate shall inform the Provost, the candidate's Department Head, the chair of the candidate's Department Promotion Committee, and (if applicable) the chair of the University Promotion Committee of ADEPT's failure to act and the corrective action to be taken.

6.7 Promotion Committees

6.7.1 Eligibility

ADEPT shall be responsible for the operation of the University Promotion Committee, and each academic department shall be responsible for the operation of a Department Promotion Committee. All tenured members of the governing faculty who are eligible to serve on the Faculty Senate (excluding Department Heads) and who hold the rank of Associate Professor or Professor shall be eligible to serve on promotion committees, with the exception that only faculty holding an academic rank greater than or equal to the rank sought by a candidate will be eligible to participate in deliberations or ballots regarding said candidate.

6.7.2 University Promotion Committees

As needed, one or two University Promotion Committees shall be formed, as required by the rank(s) sought by candidates for promotion in a given Promotion and Tenure cycle. The membership of each University Promotion Committee shall consist of the chairperson of ADEPT, who shall be a full professor and who shall serve as the chairperson of both committees, and two eligible faculty members from each academic department. (In the event that the chair of ADEPT does not hold the rank of Professor, the Faculty Senate shall appoint an eligible faculty member to chair the committee for consideration of candidates for promotion to the rank of Professor.)

For consideration of candidates for promotion to the rank of Associate Professor, each department's representatives shall be elected from all eligible Associate Professors and/or Professors within each academic department.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

For consideration of candidates for promotion to the rank of Professor, department representatives shall be elected from all eligible Professors within each department. In the event there are insufficient faculty holding the rank of Professor in any given department, the Department Head and the chairperson of the Department Promotion Committee shall supervise an election to select a qualified representative from another academic department. This individual shall be nominated and elected by the governing faculty of the department and subject to approval by the Provost.

Members shall be elected to two-year terms by the full governing faculty of their respective departments, and shall not serve consecutive terms. For each committee, the terms of members from a given department shall be staggered so that one new member is elected each academic year.

6.7.3 Department Promotion Committees

Each academic department shall operate a Department Promotion Committee as a standing committee. The committee shall operate on a continuous basis and shall be charged with fulfilling the responsibilities described in Section 6.7.3. During the Promotion and Tenure cycle, each department shall operate one or two promotion committees, as required by the rank(s) sought by candidates for promotion in a given Promotion and Tenure cycle. Each committee shall select a chairperson from among its membership. The committee for the consideration of candidates for promotion to the rank of Professor may operate as a subcommittee of the standing Department Promotion Committee.

The Department Promotion Committee for the consideration of candidates for promotion to the rank of Associate Professor shall consist of all eligible Associate Professors and Professors in the department.

The Department Promotion Committee to consider candidates for promotion to the rank of Full Professor shall consist of all eligible Professors in the department except when there are too few such persons. In such cases, non-members of the department shall also serve on the committee. Non-members of a department eligible to serve shall include Full Professors at Kettering, tenured faculty at other universities, and persons who have recently held such positions. In departments with only two Full Professors, the governing faculty of that department shall vote to either (1) designate these two as the Promotion Committee, or (2) select one non-member of the department to serve with them on the committee. In departments having no or one Full Professor, as many non-members of the department shall be elected as needed to constitute a three-person committee.

Non-members of a department needed to serve on a Department Promotion Committee shall be selected as follows. Any members of the department's governing faculty may nominate eligible candidates who shall then be voted on by the governing faculty in an election organized by the Department Head.

Departments with more than fifteen eligible faculty members shall be permitted to limit Department Promotion Committee membership to fifteen, subject to the approval of the full governing faculty in the department, provided that all eligible faculty members who wish to serve are permitted to do so.

6.8 Responsibilities of Participants**6.8.1 Responsibilities of Assistant and Associate Professors**

Assistant Professors shall participate in the process established by the Department Promotion Committee that provides continuous feedback and mentoring for Assistant Professors in the department, including

1. meeting annually with the Department Head to review progress toward promotion and reviewing his or her written assessment, and
2. meeting annually with the Department Promotion Committee to review progress toward promotion and reviewing the chairperson's written assessment, and

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

3. other requirements as decided by the Mentoring Subcommittee

Faculty members who are eligible and wish to be considered for promotion shall inform the Department Head in writing before the deadline established in the promotion process calendar.

Candidates for promotion shall:

1. Withdraw, effective immediately, from any promotion committees (i.e. Department and/or University) that will evaluate the candidate's application for promotion, until the Provost has made a recommendation concerning his or her promotion.
2. Provide to the Department Head, at a minimum, the materials required by the applicable promotion criteria by Summer Term 7th Monday. Candidates failing to provide these materials by this date cannot continue in the promotion process for the current academic year.
3. Review the Candidate Assessment and Recommendation form completed by the Department Head and inform the Department Head and Department Promotion Committee chair in writing whether he or she wishes to be considered by the Department Promotion Committee by Summer Term 10th Thursday. Candidates who do shall also provide the Department Head with any response in writing to the Candidate Assessment and Recommendation form and/or any supplementary materials that he or she wishes to be forwarded to the Department Promotion Committee. Candidates failing to respond by this date cannot continue in the promotion process for the current academic year.
4. Review the Candidate Assessment and Recommendation forms completed by Department Promotion Committee members and the Committee Candidate Recommendation form. The candidate will inform the Department Promotion Committee and University Promotion Committee chairpersons in writing whether he or she wishes to be considered by the University Promotion Committee by Fall Term 5th Monday. Candidates who do shall also provide the committee chairperson with any response in writing to the Candidate Assessment and Recommendation forms, Committee Candidate Recommendation form and/or with any supplementary materials that he or she wishes to be forwarded to the University Promotion Committee. Candidates failing to respond by this date cannot continue in the promotion process for the current academic year.
5. Review the Candidate Assessment Review forms completed by University Promotion Committee members and inform the University Promotion Committee chairperson and Provost in writing whether he or she wishes to be considered by the Provost by Winter Term 1st Monday. Candidates who do shall also provide the committee chairperson with any response (in writing) to the committee members Candidate Assessment Review forms and/or with any supplementary materials that he or she wishes to be forwarded to the Provost. Candidates failing to respond by this date cannot continue in the promotion process for the current academic year.
6. Review the Provost's written recommendation and inform the Provost and President in writing whether he or she wishes to be considered by the President and the Board of Trustees by Winter Term 6th Friday. Candidates failing to respond by this date cannot continue in the promotion process for the current academic year.

6.8.2 Responsibilities of the Department Head

Provide each faculty member who is granted the rank of Assistant Professor or Associate professor with a copy of the applicable promotion criteria that will apply to their promotion to the next higher rank.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

Oversee the process established by the Department Promotion Committee that provides continuous feedback and mentoring for Assistant Professors in the department. Participate in this process as required, including meeting annually with each Assistant Professor and providing each with a written assessment of progress toward promotion.

For each candidate for promotion in the department:

1. Review all materials received from the candidate.
2. Complete a Candidate Assessment and Recommendation form based on the applicable promotion criteria. Each assessment and recommendation on the form, including any abstentions, shall be accompanied by reasons/remarks.
3. Provide a copy of the completed Candidate Assessment and Recommendation form to the candidate by Summer Term 9th Wednesday. Department heads failing to provide the form to a given candidate by this date forfeit the right to submit that form; affected candidates may substitute a memorandum indicating the non-compliance of the department head, resulting in a default judgment in favor of the candidate.
4. If the candidate indicates that he or she wishes to be considered by the Department Promotion Committee, provide a copy of the completed Candidate Assessment and Recommendation form and forward all promotion materials from the candidate, including any written response and/or supplementary materials, to the Department Promotion Committee chairperson by Summer Term 11th Friday. Department heads failing to forward such materials forfeit the right to submit their own Candidate Assessment and Recommendation form; affected candidates may substitute a memorandum indicating the non-compliance of the department head, resulting in a default judgment in favor of the candidate.

6.8.3 Responsibilities of the Department Promotion Committee

Establish valid and specific criteria for scholarship, teaching, service and recognition required for promotion to the ranks of Associate Professor and Professor in the department, including the general criteria contained in the Faculty Handbook in effect at the time.

Notify all eligible candidates of departmental criteria and procedures of the promotion process, including the approved timetable for the current promotion process, by the Summer Term 1st Monday of each academic year.

Establish and maintain a process that provides continuous feedback and mentoring for Assistant Professors in the department. This process shall include, for each Assistant Professor:

1. An annual meeting with the Department Head and a written assessment by the Department Head of progress toward promotion,
2. An annual meeting with the Department Promotion Committee and a written assessment by the Committee of progress toward promotion,
3. Others as suggested by Mentoring Committee

For each candidate for promotion:

1. The Department Promotion Committee chair shall receive all materials from the Department Head by Summer Term 11th Friday. Should materials not be provided, the Department Promotion Committee chair shall immediately petition the Provost to force immediate production of all promotion materials from the candidate, including any supplementary materials and written responses, to the committee.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

2. Each individual committee member shall review all materials received from the Department Head.
3. For consideration of candidates for promotion of the rank of Professor, the Department Promotion Committee shall invite all tenured Associate Professors of that department to complete Candidate Assessment and Recommendation forms for each candidate. The chairperson shall review these forms for validity, and distribute anonymous copies of valid forms to each committee member. The committee members shall review these assessment forms prior to convening a meeting to discuss the candidates' qualifications. In order to be considered valid, each form must a) be signed by the faculty member completing the form and b) include reasons/remarks for each assessment and recommendation on the form conforming to the applicable promotion criteria. The committee chairperson shall mark as invalid any forms that do not meet the above criteria, or that include extraneous comments which are prejudicial to the candidate.
4. Convene a meeting for the purpose of discussing the candidate's qualifications relative to the applicable promotion criteria. A quorum, defined as more than two-thirds of the committee's membership, shall be required to convene the meeting. The meeting shall be scheduled so as to allow all eligible faculty who wish to attend to do so. In the event of illness or emergency, a member may contact the committee chairperson and the meeting shall be rescheduled.
5. All materials received from the Department Head shall be available to committee members for their review for at least five business days prior to the meeting.
6. Each individual member who attended the meeting shall complete and sign a Candidate Assessment and Recommendation form and shall indicate on the form his or her vote to support or reject the candidate's request for promotion. Forms shall be returned to the committee chairperson no earlier than the first business day following the meeting and before a deadline set by the Department Promotion Committee.
7. Following the deadline, the committee chairperson shall review all Candidate Assessment and Recommendation forms submitted by committee members to verify their validity. In order to be ruled valid, each form must (a) be submitted by a committee member who was present at the meeting, (b) bear that committee member's signature, and (c) include reasons/remarks for each assessment and recommendation on the form conforming to the applicable promotion criteria. The committee chairperson shall mark as invalid any forms that do not meet the above criteria, or that include extraneous comments which are prejudicial to the candidate. The originals of invalid forms shall be held by the committee chairperson until the final promotion decision by the President and Board of Trustees has been reached, after which time the originals shall be forwarded to the Provost. The committee chairperson shall provide to the candidate anonymous copies, unedited except for removal of the author's name, of all invalid Candidate Assessment and Recommendation forms. Candidates may include invalid forms in their documentation at their discretion.
8. The committee chairperson shall make the originals, excluding the author's name, of all valid Candidate Assessment and Recommendation forms received from committee members available to any committee member who requests to review them.
9. The committee chairperson shall tabulate the votes of individual committee members and give written notification of the results of that tabulation, including the total number of eligible voters present at the meeting to discuss the candidate, the number of ballots received, and the number of ballots invalidated, to the candidate, the Department Head, and the members of the Department Promotion Committee, by Fall Term 3rd Wednesday. A positive recommendation in favor of the

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

candidate's promotion shall require a simple majority vote of those committee members submitting valid ballots. The committee chairperson shall also provide anonymous copies, unedited except for removal of the author's name, of all valid Candidate Assessment and Recommendation forms to the candidate and the Department Head. Committees failing to provide written notification of its recommendation and anonymous copies of all valid Candidate Assessment and Recommendation forms to a given candidate by this date forfeit the right to submit these materials; affected candidates may substitute a memorandum indicating the non-compliance of the committee, resulting in a default judgment in favor of the candidate.

10. If the candidate indicates that he or she wishes to be considered by the University Promotion Committee, the committee chairperson shall give written notification of the results of the committee's vote, including the total number of eligible voters present at the meeting to discuss the candidate, the number of ballots received, and the number of ballots invalidated, to the chairperson of the University Promotion Committee *by* Fall Term 7th Monday. The committee chairperson shall also provide anonymous copies of all valid Candidate Assessment and Recommendation forms and forward all promotion materials received from the Department Head and any response and/or supplementary materials received from the candidate to the University Promotion Committee chairperson. Committees failing to forward such materials forfeit the right to submit their own recommendations; affected candidates may substitute a memorandum indicating the non-compliance of the committee, resulting in a default judgment in favor of the candidate.

6.8.4 Responsibilities of the University Promotion Committee

For each candidate for promotion:

1. The University Promotion Committee chair shall receive all materials from the individual Department Promotion Committee chairs by Fall Term 7th Monday. Should material not be provided, the University Promotion Committee chair shall immediately petition the Provost to force immediate production of all promotion materials from the candidate and the candidate's Department Head, including any supplementary materials and written responses from the candidate, to the committee.
2. Each individual committee member shall review all materials received from the Department Promotion Committee chairperson, including the recommendation of the candidate's Department Promotion Committee and any response and/or supplementary materials provided by the candidate.
3. Convene a meeting for the purpose of discussing the candidate's qualifications relative to the applicable promotion criteria (defined in 6.5.2) in light of the material reviewed per step 2 above. A quorum, defined as more than two-thirds of the committee's membership, shall be required to convene the meeting. All materials received from the Department Promotion Committee chairperson shall be available to committee members for their review for at least five business days prior to the meeting.
4. Each individual member who attended the meeting shall submit a UPC Candidate Assessment Review form indicating a vote to support or reject the candidate's promotion and provide specific, detailed reasons thereto. UPC Candidate Assessment Review forms shall be returned to the committee chairperson no earlier than the first business day following the meeting and before a deadline set by the University Promotion Committee.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

Following the deadline, the committee chairperson shall review all UPC Candidate Assessment Review forms to verify their validity. In order to be ruled valid, each UPC Candidate Assessment Review forms must (a) be submitted by a committee member who was present at the meeting, (b) bear that committee member's signature, and (c) include specific reasons/remarks in support of the committee member's vote conforming to the applicable promotion criteria. The committee chairperson shall mark as invalid any UPC Candidate Assessment Review forms that do not meet the above criteria, or that include extraneous comments which are prejudicial to the candidate. The committee chairperson shall provide to the candidate anonymous copies, unedited except for removal of the author's name, of all invalid UPC Candidate Assessment Review forms. Candidates may include invalid forms in their documentation at their discretion.

5. The committee chairperson shall make the originals, excluding the author's name, of all valid UPC Candidate Assessment Review forms received from committee members available to any committee member who requests to review them.
6. The committee chairperson shall tabulate the votes of individual committee members and give written notification of the results of that tabulation, including the total number of eligible voters present at the meeting to discuss the candidate, the number of ballots received, and the number of ballots invalidated, to the candidate, to the candidate's Department Head, to the chairperson of the candidate's Department Promotion Committee and the members of the University Promotion Committee, by Fall Term 11th Friday. A vote to reject the recommendation of the Department Promotion Committee shall require a two-thirds majority vote of those University Promotion Committee members submitting valid UPC Candidate Assessment Review forms. The committee chairperson shall also provide anonymous copies, unedited except for removal of the author's name, of all valid UPC Candidate Assessment Review forms to the candidate, to the candidate's Department Head, and to the chairperson of the candidate's Department Promotion Committee. Committees failing to provide written notification of its recommendations and anonymous copies of all valid Candidate Assessment and Recommendation forms to a given candidate by this date forfeit the right to submit these materials; affected candidates may substitute a memorandum indicating the non-compliance of the committee, resulting in a default judgment in favor of the candidate.
7. If the candidate indicates that he or she wishes to be considered by the Provost, the committee chairperson shall give written notification of the results of the committee's vote, including the total number of eligible voters present at the meeting to discuss the candidate, the number of ballots received, and the number of ballots invalidated, to the Provost by Winter Term 2nd Wednesday. The committee chairperson shall also provide anonymous copies of all valid UPC Candidate Assessment Review forms and forward all promotion materials received from the Department Promotion Committee chairperson and any response and/or supplementary materials received from the candidate to the Provost. Committees failing to forward such materials by this date forfeit the right to submit their own recommendations and summaries; affected candidates may substitute a memorandum indicating the non-compliance of the committee, resulting in a default judgment in favor of the candidate.

6.8.5 Responsibilities of the Provost

Establish, for each academic year, the calendar that shall govern the promotion process for that year.

Distribute the calendar to all members of the governing Faculty at least sixty days prior to the deadline established therein for candidates to declare their intention to be considered for promotion.

For each candidate for promotion:

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

1. Receive all materials from the University Promotion Committee chair by Winter Term 2nd Wednesday.
2. Review the recommendations of the Department and University Promotion Committees and all materials received from the University Promotion Committee chairperson, including any response and/or supplementary materials provided by the candidate.
3. Indicate in writing the recommendation of the Provost to support or reject the recommendation of the University Promotion Committee, including specific, detailed reasons thereto.
4. Provide unedited copies of the Provost's recommendation to the candidate, the University Promotion Committee chairperson, the candidate's Department Promotion Committee chairperson, and the candidate's Department Head by Winter Term 5th Friday. If the Provost fails to provide this recommendation to a given candidate by this date, the right to submit a recommendation is forfeited; affected candidates may substitute a memorandum indicating the non-compliance of the Provost, resulting in a default judgment in favor of the candidate.
5. If the candidate indicates that he or she wishes to be considered by the President and the Board of Trustees, provide a copy of the Provost's recommendation and make all materials received from the University Promotion Committee chairperson and any response and/or supplementary materials received from the candidate available to the President and the Board.

Store in a secure area the originals of all materials received from the chairpersons of the Department and University Promotion Committees, as outlined in Section 6.5.5.

6.8.6 Responsibilities of the President and the Board of Trustees

For each candidate for promotion:

1. Receive all materials from the Provost by Winter Term 7th Friday.
2. Review the recommendations of the Department and University Promotion Committees and the Provost, including any response and/or supplementary materials provided by the candidate.
3. Make a final decision based on the recommendations and any response/supplementary materials provided by the candidate.
4. Provide written notification of the final decision of the President and Board of Trustees to the candidate, the Provost, the candidate's Department Head, and the chairpersons of the candidate's Department Promotion Committee and the University Promotion Committee, by April 15th. Early notification of the candidate is encouraged. Failure to notify the candidate by this date results in the automatic promotion of the candidate.

6.9 Rank Necessary for Tenure

Prior to the seventh year appointment or such date as stated in the initial appointment letter for tenure consideration, the faculty members must attain the rank of Assistant Professor before tenure can be considered. Should the candidate be granted tenure without receiving an appointment to the rank of Associate Professor, that candidate may request a written statement from the Provost telling why such rank was not granted

Any appointment to Professor automatically assures tenure with the appointment.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

6.10 Break in Probation Period for Tenure

Any time not spent in classroom teaching at Kettering University during the probationary period prior to tenure consideration cannot be counted toward years served unless the reason for such a break is considered as contributing to the professional growth of the faculty member. Under such conditions a written statement must be signed by the academic Department Head and the Provost.

Any Kettering University faculty member who accepts an administrative position may retain his or her professorial rank with the department in which he or she served prior to the appointment. Such a faculty member may not, however, count any time spent in such an administrative position as time spent for the probationary period for tenure.

6.11 Tenured Faculty Working in Administrative Position

A full-time or part-time administrator may be considered for promotion in academic rank and all procedures in this section apply.

6.12 Severance Policies and Procedures**6.12.1 Non-reappointment**

The President may decide not to retain for a succeeding appointment period any lecturer. The President can only make such a decision after receiving recommendations from the appropriate academic department head and the Provost. A lecturer shall not be entitled to a formal hearing following or prior to a decision of non-retention unless severance comes prior to ending date in the one year contract.

Tenure-track faculty whose services are to be terminated shall be informed in writing by the President or the Presidents designee. Notice of non-reappointment shall be given in writing in accordance with the following schedule:

1. not later than March 1 of the first academic year of service if the appointment expires at the end of that year;
2. not later than December 15 of the second academic year of service if the appointment expires at the end of the next academic year;
3. at least twelve months before the expiration of an appointment after two or more years of service; and
4. if the department promotion committee recommends not to grant tenure to a tenure-track faculty member, the faculty member should be notified at least three months before completion of the sixth year in the tenure track or such date as stated in the initial appointment letter. Subject to the completion of promotion procedure, including appeals, and the final decision by the President and the Board of Trustees, the contract for the next year should read "terminal contract."

6.12.2 Dismissal for Cause

No faculty member may be dismissed during an appointment period without a finding of just cause.

Just cause shall include, but not be limited to:

Demonstrated incompetence or dishonesty in professional activities related to teaching, consulting, research, publication, demonstrated dishonesty in professional activities, other creative endeavors, or service to the Kettering University community; substantial neglect of properly assigned duties; or personal conduct that substantially impairs the individual's fulfillment of properly assigned duties and/or responsibilities. See Chapter 7 for a fuller discussion.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

Any faculty member may be suspended with pay pending a hearing in a case in which the President determines that continued presence of the faculty member on the Kettering University campus constitutes a substantial interference with the orderly functioning of Kettering University.

Procedures for dismissal are as follows:

1. When reason arises to question the fitness of a faculty member whose appointment has not expired, the academic department head, Provost, and the President shall discuss the matter with the faculty member in a personal conference. The matter may be disposed of by mutual consent at this point. The faculty member may choose to leave or an adjustment which is mutually satisfactory to all parties may occur.
2. If the resultant decision is not mutually satisfactory and the faculty member is recommended for suspension or dismissal, the recommendation will be referred to a conciliation committee consisting of five tenured faculty, appointed by the Provost, with approval of the Faculty Senate. The committee may explore alternative procedures, including rehabilitation, which are mutually acceptable to Kettering University and the faculty member, or the committee may support the original recommendation. The committee will make its recommendations in a confidential report to the President.
3. If the committee recommends that disciplinary action not be commenced and the President concurs, the action will be terminated at this stage.
4. If the committee recommends disciplinary action be undertaken and the President concurs, action will be commenced.
5. If the committee recommends suspension or dismissal and the President concurs, the faculty member shall be notified of such suspension or dismissal.
6. Within fifteen days after receipt of a notice of suspension or dismissal, the faculty member shall state in writing to the President whether a formal hearing is desired. Failure to request a hearing within the fifteen-day period shall act as a waiver of any right by the faculty member for a hearing before the Faculty Development, Ethics, Promotion & Tenure Committee.
7. When an individual has been placed on disability status for more than 18 months, there is no assurance of re-employment with Kettering University. At this stage, Kettering University may utilize previously cited procedures for termination.

6.12.3 Release for Reorganization

Release of tenured faculty, or release of non-tenured faculty prior to the end of an appointment period, may be effected upon reorganization by Kettering University when such reorganization is deemed necessary due to budget or program decisions requiring program discontinuance, curtailment, modification, or redirection.

The following factors shall be considered in determining that reorganization is reasonable:

1. The nature of the budgetary problem.
2. The need for educational reorganization, and
3. The impact of reorganization on students, employees, the departments, Kettering University, and related activities outside Kettering University.

Whenever termination of a program element may result in the release of a tenured faculty member or the release of a non-tenured faculty member within an appointment period, the following procedures shall apply:

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

1. The President shall direct the Faculty Senate, with the advice of the appropriate Kettering University committees, to appoint a review committee composed of five tenured faculty and four students to review the program element. This review shall include an impact statement containing consideration of the reasons for the educational reorganization and an assessment of the impact upon students, faculty and staff, Kettering University as one unit, and related activities outside Kettering University.
2. Each faculty member within each program element being reviewed shall be notified in writing of the proposed action and shall be given an opportunity to present his or her views to the review committee and the responsible administrator.
3. The review committee shall keep a complete record of its proceedings and any data or statements presented to it. A summary of this review will be presented to the faculty, staff, and students at an open meeting at which only written statements shall be accepted and read to attendees.
4. The President shall decide whether or not to terminate a program element after presentation of the documents by the review committee and the written statements resulting from the open meeting.
5. The faculty member must be notified in writing when the decision to eliminate his or her position in the program element becomes final.
6. Within thirty days of notice of the decision to terminate a program element, individual(s) adversely affected by reorganization may appeal the decision to an appeal committee appointed by the Provost. The committee shall consist of tenured faculty members selected from a list submitted by the Faculty Senate (three members) together with administrators appointed by the President (two members). The committee will review both the merits and procedures involved in the termination of the program element and will make a recommendation to the President within thirty days of the filing of the appeal.
7. Whenever a recommendation is not followed by the President, reasons for that decision will be communicated to the recommending body.
8. The President shall make a recommendation to the Board of Trustees. Such a recommendation will be accompanied by the appeal committee's recommendation and copies of the summary of the earlier review and open meeting discussions.
9. The Board of Trustees will make the final decision upon termination of the program element and any dismissals as a result of such termination.

Any tenured faculty member released under these provisions has the following rights:

1. The appointment of a tenured faculty member may not be terminated before the end of the academic year following the one in which the decision to eliminate that position becomes final.
2. Kettering University will devote its best effort to securing alternative appointments within Kettering University for which the affected faculty member is qualified under existing departmental criteria.
3. Any faculty member reassigned within Kettering University shall not have either faculty rank or salary reduced, except by mutual consent at the time of reassignment.
4. In the event that the program element which has been terminated is re-instituted within three years after that termination, new positions consisting of duties reasonably comparable to those of a released tenured faculty member shall not be filled without first offering this member

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

reappointment. Written notification will be mailed to the tenured faculty member at their last known address.

- a. The released faculty member shall be given thirty days within which to accept or decline reappointment.
- b. Such reappointment shall be at the rank and salary at least equivalent to his/her rank and salary when released. Length of service shall be viewed as non-interrupted from previous released date to current reinstatement date. Eligibility for retirement and other benefits shall commence on reinstatement date.

6.124 Release Due to Financial Emergency

Should the President of Kettering University form the judgment that a budgetary problem is severe enough to lead to a general reduction in force within a department or throughout Kettering University and the procedures as described in "release for reorganization," will be inadequate to meet that problem, that is, if a financial emergency exists, the President of Kettering University shall:

1. Promptly notify the Moderator of the Faculty Senate, appoint a financial emergency committee, including a number of representative tenured faculty members, to assess the circumstances and determine whether a financial emergency exists.
2. Present a full description and analysis of the financial conditions of Kettering University at a special faculty assembly and to such other faculty councils as considered appropriate.
3. If the financial emergency committee concurs by a majority vote that a financial emergency exists, the President shall forward a joint recommendation to the Board of Trustees that a financial emergency exists. If the financial emergency committee does not concur with the President, he/she will meet with the committee and relay the results of this meeting with recommendations to the Board of Trustees.
4. If the Board of Trustees determines that a financial emergency exists, it shall direct such steps as may be appropriate to relieve such an emergency. Such steps may include release of tenured faculty or release of non-tenured faculty within an appointment year.
5. The Board of Trustees shall request the President for recommendations in regard to dismissals or non-retention of faculty members be supplied to them within thirty days of the request. These recommendations will be developed by the appointed financial emergency committee working with the President and other appropriate administrators. The President shall make the final recommendations to the Board of Trustees.
6. The following standards will apply to the recommendations, except in extraordinary circumstances when there is clear and convincing evidence that a serious distortion of the academic programs would otherwise result:
 - a. Within a department, no recommendation will be made for termination of a tenured faculty member in favor of retaining a non-tenured faculty member.
 - b. The recommendations will include the provision that no new faculty appointments will be made within a department during the time that tenured faculty are being released from that department.

6.125 Resignation

Intention to resign should be communicated six months before date of resignation, if possible. In all cases, thirty days prior to the date of resignation the faculty member must state his or her intention in a letter addressed to the academic Department Head with a copy to the Provost and Human Resources.

CHAPTER 6 EFFECTIVE DATE: JULY, 2005

Normally resignations will not occur until the end of the current academic year. It is expected that academic appointments accepted at the beginning of the academic year will be fulfilled.