

## **INTERNATIONAL BUSINESS SCHOOL PROCEDURES FOR PROMOTION AND REAPPOINTMENT WITHIN THE TENURE STRUCTURE**

**These guidelines are meant to supplement and clarify the procedures as outlined in the faculty handbook as applied specifically to the International Business School. In all circumstances, procedures as outlined in the faculty handbook must be followed.**

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### **I. Promotion to Full Professor (within the Tenure Structure)**

1. Every year, by the end of March, the full professors of the business school and Econ will meet to review where each associate professor stands, based on their private discussions and review of the associate professor's achievements. The Chair of the Senior Faculty Committee calls and chairs this meeting. In preparation for the meeting, up-to-date CVs of all associate professors will be distributed to all full professors.
2. Each full professor mentor (appointed by the Chair of the Senior Faculty Committee and confirmed on a yearly basis in the fall – see Mentoring Guidelines) will provide an update to the group, including both reporting on whether the associate professor has requested consideration for promotion and whether the mentor recommends going forward with a review (whether or not the associate professor has requested consideration). Before a review proceeds, all full professors will be consulted, including those not able to attend the meeting.
3. For an associate professor that is thought to be ready for promotion review, the Chair of the Senior Faculty Committee will appoint an academic chair of the committee, notify the candidate the committee has agreed to proceed with a review and request:
  - an up-to-date CV (indicating, where relevant, what has been published, and what has been accepted for publication, submitted or is in progress);
  - a statement covering scholarship (a summary of accomplishments and scholarly activities, and a statement of future scholarship and/or creative work and research plans); teaching (the candidate's approach to teaching that may include a response to student evaluations); and service (to the department, the University and the profession);
  - a complete list of courses taught;
  - course syllabi;
  - teaching evaluations (assembled by the business school administration);

- copies of manuscripts and/or scholarly publications, where relevant, or other research and/or creative work. The faculty handbook mandates that the dossier incorporate “the full body of the candidate’s work,” since the award of tenure.
4. The academic chair will request a list of potential outside evaluators, both from the candidate and from relevant full professors (that is, full professors with some knowledge of the candidate’s field of research). The candidate’s list should be annotated with the relationship of the candidate to the potential evaluator. The faculty handbook requires 3 letters from outside evaluators; our practice has been to include 7 to 10 letters. The academic chair, in consultation with relevant full professors, decides to whom to write. The objective is to initiate the process of obtaining letters in late spring, though promotion cases can proceed throughout the year. Letters will not be requested until the candidate has submitted his or her complete package.
  5. Once the letters have been received, the academic chair assembles a complete dossier in accordance with the faculty handbook, makes this dossier available to all full professors, and then convenes a meeting of all full professors to deliberate the case. Professors who are on sabbatical may be excused from deliberations, if they state their preference before deliberations begin.
  6. The academic chair submits the recommendation, including a summary intended to be transmitted to the candidate, signed by all full professors to the dean of the business school. The dean reviews department procedures to ensure that they conform to the requirements and are in accordance with the procedures in the faculty handbook.

## **II. Promotion to Associate Professor with Tenure**

1. Every year, by the end of March, the Chair of the Senior Faculty Committee will remind all tenured members of the faculty which assistant professors are scheduled to come up for tenure in the coming year. Consideration for promotion and tenure will follow the calendar specified in the faculty handbook. If an assistant professor’s mentor (appointed by the Chair of the Senior Faculty Committee and confirmed on a yearly basis in the fall – see Mentoring Guidelines) believes that a candidate should be reviewed early, this recommendation will be discussed at a special meeting of all tenured faculty.
2. For an assistant professor who is considered ready for promotion review, an academic chair (either the Chair of the Senior Faculty Committee or a faculty member appointed by the Chair of the Senior Faculty Committee) will notify the candidate and request
  - an up-to-date CV (indicating, where relevant, what has been published, and what has been accepted for publication, submitted or is in progress);
  - a statement covering scholarship (a summary of accomplishments and scholarly activities, and a statement of future scholarship and/or creative work and research plans); teaching (including the approach to teaching that may include a response to student evaluations); and service (to the department, the University and the profession);
  - a complete list of courses taught;

- teaching evaluations (assembled by the business school administration);
- course syllabi;
- copies of manuscripts and/or scholarly publications, where relevant, or other research and/or creative work. The faculty handbook mandates that the dossier incorporate “the full body of the candidate’s work.”

Under usual circumstances, and to be consistent with Arts and Sciences, the candidate will be asked to submit this package by May 1<sup>st</sup>. Also, under usual circumstances, an assistant professor’s mentor will not serve as the academic chair of the tenure committee. The academic chair will request a list of potential outside evaluators, both from the candidate and from relevant professors (that is, professors with some knowledge of the candidate’s field of research). The candidate’s list should be annotated with the relationship of the candidate to the potential evaluator. The faculty handbook requires 3 letters from outside evaluators; our practice has been to include 7 to 10 letters. The academic chair, in consultation with relevant full and associate professors, decides to whom to write.

3. Once the letters have been received, the academic chair assembles a complete dossier in accordance with the faculty handbook, makes this dossier available to all tenured full and associate professors in the business school and Econ, and then convenes a meeting to deliberate the case. Professors who are on sabbatical may be excused from deliberations, if they state their preference before deliberations begin.
4. The academic chair submits the recommendation, including a summary intended to be transmitted to the candidate, signed by all full and associate professors of the business school and Econ who have deliberated on the case to the dean of the business school. The dean reviews department procedures to ensure that they conform to the requirements and are in accordance with the procedure in the faculty handbook.

**Postponement of a Tenure Decision owing to FMLA (Family and Medical Leave Policy):** As per the faculty handbook, a faculty member who has been granted medical or parental leave for a minimum of seven weeks may postpone a scheduled tenure decision for two semesters. The faculty member must notify the dean of IBS of such a postponement by May 1 of the calendar year in which the department is scheduled to begin its deliberations. There is currently a limit of two postponements (each of two semesters, which translates to two years).

### **III. Reappointment within the Tenure Structure**

1. Every year, by the end of March, the Chair of the Senior Faculty Committee will remind all tenured members of the faculty which assistant professors are scheduled to come up for reappointment in the coming year. After the notification (in the spring semester of the candidate’s second year), the Chair of the Senior Faculty Committee will request that the candidate supply the following materials:
  - an up-to-date CV (indicating, where relevant, what has been published, and what has been accepted for publication, submitted or is in progress);

- a statement covering scholarship (a summary of accomplishments and scholarly activities, and a statement of future scholarship and/or creative work and research plans); teaching (the approach to teaching that may include a response to student evaluations); and service (to the department, the University and the profession);
  - a complete list of courses taught;
  - teaching evaluations (assembled by IBS administration); • course syllabi;
  - copies of manuscripts and/or scholarly publications, where relevant, or other research and/or creative work
2. These materials should be submitted no later than October 1st of the candidates third year, so that the candidate can be informed by December 1st of the candidate's 3rd year, as mandated by the faculty handbook.
  3. The tenured members of the business school and Econ will evaluate the candidate's accomplishments in deliberations convened and presided over by the Chair of the Senior Faculty Committee and then make a reappointment recommendation to the dean of the business school.
  4. As noted by the faculty handbook, the dossier may also include letters from outside evaluators, solicited by the Chair of the Senior Faculty Committee. Letters are not generally required. The Chair of the Senior Faculty Committee will convey the department's recommendation concerning renewal of the candidate in a written statement, including a summary intended to be transmitted to the candidate, to the dean of the business school who makes the final decision. The candidate will be notified in writing of the recommendation, and of the basis for that recommendation.