

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE  
FACULTY SENATE

Senate Document Number 8918S  
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Statement of Faculty Senate Action:

**FWDC 14: Revisions to Procedures for Promotion**

**Effective date: Fall 2018**

**Summary:** This document makes two changes to procedures for candidates applying for promotion to Professor:

- 1) A candidate must notify Academic Affairs and the Department Chair of the intention to apply for a requested review (early tenure or promotion to Senior Lecturer or to Professor) by December 1.
- 2) A candidate who is a member of the Committee of Tenured Faculty must step down from that committee before consideration of any candidates for reappointment, tenure, or promotion.

**Rationale:** This document addresses two issues that have arisen in recent years. First, the lack of a deadline to announce the intention to apply has led to last-minute applications, imposing a burden upon both Academic Affairs (to gather faculty records, course evaluations, and other documents) and departments to consider the dossier in order to meet deadlines. This deadline only institutes a requirement for notification and does not change the timing of the preparation of documents for the Committee of Tenured Faculty.

Second, members of the Committee of Tenured Faculty who are Associate Professors are not denied the opportunity to apply for promotion to the rank of Professor. This has happened twice in recent years, but without guidance as to how the CTF should do its work. FWDC believes that members of the CTF should be able to apply for promotion, but in order to avoid conflicts of interest or perceived conflict in interpreting the standards for personnel review, a CTF member who intends to apply for promotion should step down before deliberation of any files begins and be replaced in accordance with 10.2.1.3 (by the runner-up in the appropriate category in the last faculty election).

**Revise 3.5.4.1.2.B as follows:**

B. In the case of a requested review (i.e., an early tenure review or promotion to either Professor or Senior Lecturer), the candidate initiates the process, notifying Academic Affairs and his/her Department Chair of the request for review by December 1. Faculty members are encouraged to meet with their Chairs to discuss the request and to consider the likelihood of Chair and Department support before pursuing the request. If the faculty member decides to pursue the request, he/she notifies the Provost and VCAA who then sends the candidate a notice of review as described above. Faculty members considering early tenure reviews or promotion reviews prior to the awarding of tenure

should note that while a faculty member may request a review for tenure before the contractually specified time, a negative tenure decision in this case is equivalent to a decision to not reappoint the faculty member after completion of the current probationary term. Because a promotion implies tenure, a negative decision on a request for promotion from a non-tenured faculty member on the tenure-track has the same consequences; this provision does not apply to negative promotion decisions for candidates for the rank of Senior Lecturer.

**Add 3.5.4.1.5.G:**

**G. When the faculty member is a member of the Committee of Tenured Faculty**

Because Associate Professors are eligible to serve on the Committee of Tenured Faculty (CTF), it is possible members of the CTF to themselves apply for promotion to Professor during their term of service. A member of CTF who applies for promotion will resign from the committee before deliberation of any files begins and be replaced in accordance with [10.2.1.3](#) by the faculty member who was runner-up in the appropriate program area in the last faculty election.

**Revise 10.2.3 as follows:**

**10.2.3 Committee of the Tenured Faculty (CTF) (revised by [SD0314F](#), SD4191S)**

Purpose

The CTF's mission is to consult with the Provost and VCAA, on call, in cases requiring decision on reappointment, promotion, and the conferral of permanent tenure.

Membership

CTF elects its own Chair. CTF shall be composed of two tenured full or associate professors from each of the areas of Humanities, Natural Sciences, and Social Sciences; no more than one member may come from any subject-matter department. Members of the Faculty Committee on Hearings, Faculty Grievance Committee, and Post-Tenure Review Committee may not stand for election to the CTF. Election to the committee shall be for a term of three years, following the transition plan for 2015-2017 described in Senate Document [SD0314F](#). Members who have served a full term may not succeed themselves. Members who intend to apply for promotion to Professor must resign from the CTF before deliberation of any files begins. New members formally replace outgoing members on the date of the first faculty meeting of the school year.

Election to this committee is specified by Section VII-A of UNCA Tenure Policies and Regulations (see [Section 14.2](#)).

Recommendations to: the Provost and VCAA