

1 **UPC changes proposed 3/2/09 in red.**

2 **Section in Faculty Handbook begins on 2-13 Section**

3 ***D. Procedures for Promotion of Faculty.***

4 D 1b. All applications for promotion must be
5 initiated through the submission of credentials to
6 a departmental promotions committee, the department
7 chair, and dean of the school for review and
8 recommendation. The departmental committee, chair
9 and dean respectively, must add to the candidate's
10 application file a written recommendation stating
11 whether or not they endorse the candidate's promotion.
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13 D 1c. The Departmental promotions committees adds a
14 written positive or negative recommendation to the
15 candidate's application file, **immediately sends a copy**
16 **of this letter to the candidate**, and forwards the
17 complete file to the department chair who in turn adds a
18 written positive or negative recommendation to the
19 candidate's application file, **immediately sends a copy**
20 **of this letter to the candidate**, and forwards the complete
21 file to the dean of the school. The dean adds a written
22 positive or negative recommendation to the candidate's
23 application file **immediately sends a copy of this letter**
24 **to the candidate**, and forwards the complete file to the
25 University Committee on Promotions. **Copies**
26 **referenced in this paragraph shall be sent to the**
27 **candidate's university email address with a cc to the**
28 **Promotions Committee.**

29
30 **At any step of this process the candidate may, within**
31 **five business days of the date of email service**
32 **referenced in D1c above, provide written rebuttal in any**
33 **professionally reasonable manner (i.e. a short**
34 **memorandum or more formal rebuttal letter). After**
35 **reviewing the letters from the Departmental promotions**
36 **committee, the chair, and the dean, the candidate may**
37 **write a formal rebuttal letter. This letter must be**
38 **delivered to the chair of the University Committee on**
39 **Promotions not later than the first business day after**
40 **April 5. The chair of the University Committee on**
41 **Promotions will add this letter and any other prior**
42 **rebuttal documents to the candidate's file before making**
43 **the file available to the full committee for review**
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45 D 1d. The University Committee on Promotions reviews
46 the completed file using the criteria described in
47 section B.1 of this policy and the procedures
48 described in section D.1 of this document.
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