

PROMOTION WAIVER - Tenured Faculty

If a tenured faculty member wishes to defer his/her promotion review, the Chair should receive this communication in writing with an up-to-date curriculum vita. If the faculty member does not wish to be reviewed for possible promotion, only the internal post tenure review (PTR) is carried out. Outside letters of recommendation are not required for PTR. Both classroom observations and student evaluations are required.

While the individual should have made significant contributions in the field, the department should remain very much concerned that every faculty member shows promise of continuing achievement in all three areas – teaching, research and service. As a scholar, artist, or creative performer, the individual should have a record of sustained research and high quality publication, or sustained artistic creativity, and distinctive achievements sufficient to have gained significant recognition in the field. The individual should have a demonstrated commitment to continued excellence in teaching and should have a record of service that demonstrates the capacity for constructive contributions to the department and the University.

When the faculty member defers a scheduled review for promotion, there is no guarantee that s/he will be reviewed before the next scheduled review (five years later).

The following documents should be submitted to the Dean's Office via Infoporte by December 1, 2023 according to the instructions found on the Arts and Sciences Intranet.

- Faculty member's written request
- CV
- Chair's letter to Dean supporting the request to defer. If the department's personnel policies require faculty approval of a deferral, then the chair's letter should report the faculty vote.

The department needs to report the outcome of the internal review (PTR) via infoporte. Refer to the section on Post Tenure Review in the Chair's Manual for required documents and instructions on how to submit.