

## **FACULTY PROMOTION PROCESS**

Based on the approved Personnel Policy-Faculty Section, and upon the recommendation of the Council of Deans, the following promotion process will be effective for the Schools of Architecture & Design, Arts & Sciences, Business, Engineering, Pharmacy and Nursing, as of Fall 2014.

### **I. School Peers Committees:**

- The School Dean appoints members of the School Peers Committee(s) [or any other name that the school adopts for its promotion committee(s)] and names a convener, who is charged with calling for the first meeting according to the approved schedule. The School Peers committee elects a Chair and Secretary at the beginning of its first meeting. The names are communicated by the Elected Chair to the Dean.
- The School Peers Committee for the promotion to the rank of Associate Professor and tenure shall be composed of tenured faculty at this rank or above from the respective school. The School Peers Committee for promotion to the rank of Professor shall be exclusively composed of tenured Professors from the respective school.
- The composition of the School Peers Committee could deviate from the above rule in case of operational limitations, such as the unavailability of members within the School at the required ranks. The School Peers Committee membership may in such cases include faculty members at the appropriate rank from other schools within LAU. The appointment of members from other schools shall be done in consultation with the respective school dean(s).
- Academic administrators should not serve on School Peers Committees, except in case of necessity and shortage of qualified faculty at the required rank. In such exceptional cases, and specifically when a department chair is called upon to serve, the following proviso would apply: the department chair may not participate during the School Peers Committee's deliberations on a faculty member's promotion file, whenever the faculty in question is a member of his/her department.

### **II. Application Process**

- Candidates for promotion should submit the specified number of copies of their promotion files to the Office of the Dean in their respective school, in accordance with the approved schedule.
- The Office of the Dean shall keep one copy of the candidates' file, and forward one copy to the concerned Department Chair, and the remainder to the Chair of the School Peers Committee.

### **III. Naming of External Reviewers: For Applicants to the Rank of Associate Professor**

- Each candidate for promotion provides the Dean with the names of three external reviewers. The Dean chooses one of the three. Current and past research collaborators may not be named as external reviewers.

- The respective Department Chair provides the Dean with the names of three external reviewers. The Dean chooses one of the three. [In schools that do not have departments, the external reviewer nominated by the Department Chair would be nominated by the School Peers Committee, in addition to the below]
- The Dean names one reviewer and forwards the names and contacts of all three reviewers selected to the Chair of the School Peers Committee.
- The School Peers Committee names two external reviewers. The total number of selected reviewers should be five.

#### **IV. Naming of External Reviewers: For Applicants to the Rank of Full Professor**

- Each candidate for promotion provides the Dean with the names of three external reviewers. The Dean chooses one of the three. Current and past research collaborators may not be named as external reviewers.
- The respective Department Chair provides the Dean with the names of three external reviewers. The Dean chooses one of the three. [In schools that do not have departments, the external reviewer nominated by the Department Chair would be nominated by the School Peers Committee, in addition to the below]
- The Dean names two reviewers and forwards the names and contacts of all four selected reviewers to the Chair of the School Peers Committee.
- The School Peers Committee names three external reviewers. The total number of selected reviewers should be seven.

#### **V. Contacting External Reviewers and Follow-Up**

- The Chair of the Peers Committee shall be in charge of all correspondence with the external reviewers, and shall contact them as soon as the selection process is complete; to make sure they are willing to review the file within the set schedule. If a selected reviewer declines, the respective party that named him/her must name another potential reviewer and communicate it to the Dean for approval. In case of nominees already submitted by the Candidate or Department Chair, the Dean may choose to select another one from the originally submitted list, or ask for other nominees.
- The Chair of the Peers Committee must follow up on all correspondence with the external reviewers, ensuring their submittal of the reports on time. The Dean's office will provide support for mailing documents and other logistical support as needed.
- The Chair of the School Peers Committee shall inform the Dean in case it does not receive a minimum of three letters for candidates to Associate Professor, and a minimum of four for candidates to Full Professor, within two months before the end of the Evaluation Process. The Dean is entrusted in such a case to contact directly other eligible reviewers, and secure their acceptance to review the file in time, in order to meet the minimum number of reviews required.

#### **VI. School Peers Committee Process:**

- The School Peers Committee shall conduct its work according to the approved schedule for the academic year.
- One of the essential pre-requisites for the satisfactory conduct of this process is the observance of confidentiality. No one is entitled to volunteer any information to candidates or other faculty members about their service on this committee, or on any other details of the process.

- The School Peers Committee makes its final recommendations to the School Dean at the end of the evaluation process. The Committee's Report to the Dean on each candidate shall include (at a minimum) the following:
  - 1) The allocated points (whenever applicable) for teaching, research, university and community service, with a clear tabulation of the points allocated for research and the rationale for it. In schools that do not follow the point system, the equivalent detailed assessment of the candidate file should replace the numerical tabulation.
  - 2) A table listing the names of the external reviewers, their CV's and the letters of evaluation received from each, with a summary drafted by the committee of the reviewers' final recommendations along with any pertinent remarks.
  - 3) The recommendation of the Department Chair
  - 4) The final recommendation of the Peers Committee signed by all members.

**VII. University Promotion Committees [UPC]**

- The University Promotion Committees are entrusted with the final evaluation of all files submitted for promotion, according to the different ranks, before turning them over to the Provost and President. The UPC committees ensure consistency and fairness of evaluation across different schools, as well as the proper application of current rules and procedures.
- The University Promotion Committees are convened by the Provost and formed according to the following:
  - For promotion to Senior Instructor rank and Associate Professor rank, the UPC shall be composed of the provost, all school deans and one elected faculty member from each school at the rank of Associate Professor or above.
  - For promotion to Full Professor rank, the UPC shall be composed of the provost, all school deans and one elected faculty member from each school at the full professor rank.
  - It is preferable, whenever possible, that faculty representatives serving on the UPC are elected from the pool of faculty at the rank who did not serve on the current School Peers Committee. In cases where this is the only option, the concerned faculty representative may not vote on the files being reviewed that fall within their respective department and on which they already voted in the School Peers Committee.
- Every Dean shall present the pertinent University Promotion Committee with the candidate's file to include:
  - 1) The candidate's CV and one copy of his/her promotion file
  - 2) The School Peers Committee report [as specified in section VI ]
  - 3) The Dean's recommendation
- Upon completing their deliberations, the Provost, who chairs the UPC committees as a facilitator without vote, shall present the recommendations of the University Promotion Committees to the President, together with his/her own recommendations.
- The President shall present his/her final recommendations to the Board of Trustees for final decision.