

**National-Louis University Policy On Faculty Promotion and Tenure Appeals  
FP: 112 (090194)**

**Approved: Faculty Senate**

**Date: 1993**

**Approved: Faculty Association**

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**EFFECTIVE DATE: September 1, 1994**

## **Introduction**

The Promotion and Tenure Appeals Committee ("Committee") will hear appeals limited to whether or not there were procedural errors in the application of National-Louis University's promotion and tenure policy or standards. The Committee is not to re-examine the merit of a candidate's promotion or tenure application.

## **Article 1**

Faculty who believe that there has been a procedural violation concerning the application of promotion and tenure policies and standards that affect their professional rights or academic performance, directly or indirectly, have the right to appeal such a decision or action. This appeal must be made within 45 working days of occurrence.

## **Article 2**

The Committee will be a committee of the Faculty Senate that is convened at the time a faculty appeal is filed. The Committee will be convened by the most recent past Faculty Senate Chair who is both willing and available to serve and who is a voting member of the Faculty Association. This person will serve as a non-voting facilitator for the appeals process except in cases of a tie vote on the Committee. The facilitator will also assume the role of Committee chair and will be responsible for identifying the other members and for ensuring that proper procedures for the appeal are communicated and followed.

In addition to the non-voting facilitator, the committee will be composed of one tenured faculty member from each college within the University and a member from the University Library faculty. Each college faculty chair will be responsible for presenting a slate of individuals during the general elections that will result in a one-year pool of qualified individuals to serve on the Committee in case of an appeal.

"Qualified" includes all tenured faculty and University Library faculty, current or emeritus, from the colleges and University Library who are willing to be considered and who are not currently serving on either the college, University Library, or institution promotion and tenure committees. Members of the institutional and college promotion

and tenure committees who considered the appellant's promotion and tenure dossier are precluded from service on the Faculty Appeals Committee.

Each college faculty and the University Library faculty will vote for three representatives. In the event that the committee must be convened, the facilitator will select by lot one individual from each faculty to serve. The selected individuals will constitute the only voting individuals except in cases of a tie vote.

The faculty member making the appeal may select an individual from within the University or from the outside to serve as an advocate. This individual may participate by invitation in the Committee meetings.

The Committee chair is responsible for maintaining written records of the proceedings; ensuring confidentiality of the process; and communicating beyond the boundaries of the committee. All formal communication, both written and oral, must come through the chair.

### **Article 3**

Within the time provided in Article 1, each faculty appellant will file a notice of intent to appeal with the Chief Academic Officer of the University and the current Faculty Senate Chair.

Such notice of intent to appeal shall contain the following information:

- a) Name of the faculty initiating the appeal and current position within the University;
- b) Description of the alleged procedural violation(s) concerning the application of promotion and tenure policies and standards;
- c) Summary of the harm allegedly caused to the appellant from such violation(s).

### **Article 4**

Within ten (10) working days after the filing of a notice of Intent to Appeal the Committee shall meet to initiate:

1. Holding hearing;
2. Conferring individually or jointly with the parties to the appeal;
3. Requesting individual information from said parties;
4. Querying administrators to clarify the application of policies and procedures; or
5. Requesting supplemental information which shows practices in similar institutions of higher education, or within other departments, divisions, or colleges of the University.

The faculty member making the appeal will have a full opportunity to present his or her position. The proceedings conducted by the Committee will be informal and confidential. Formal legal rules of evidence will not apply.

### **Article 5**

The Committee shall complete its deliberations and send a written recommendation to the Chief Academic Officer of the University no later than June 15 (or the first working day after June 15) in the same academic year as the decision.

The final recommendation and the reasons for the recommendation shall be given in writing to the Chief Academic Officer of the University, the individuals who initiated the appeal, the committee or individual whose action or decision was appealed. The Chair of the Faculty Senate will be notified when the Committee has finished its work.

The Chief Academic Officer of the University will review the Committee's recommendation and reasons. The Chief Academic Officer of the University will act on the recommendation of Committee and forward both recommendations to the President of the University within seven (7) days.

The President shall have the final authority to confirm or reject the recommendations of the Chief Academic Officer of the University and the Committee. Such confirmation or rejection, in written form, will be sent within seven (7) days to the individual who initiated the appeal, the Chief Academic Officer of the University, and the Appeals Committee. The Chair of the Faculty Senate will be notified when the decision is made.