



## Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 7.2

Effective November 13, 2009

# Promotion and Tenure: Appeal

### Letter from the President

### Rules and Regulations

### Adjunct Handbook

 Print using your browser's print function.

### Faculty Handbook

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### Staff Handbook

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### Employees covered by this policy

This policy applies to all Faculty at LU and applicants of positions.

### Policy

Although a candidate may appeal decisions made at any evaluative level before the decision of the president, the appeal may not be submitted until after the VPAA has reviewed the application and issued a recommendation via certified mail. A candidate wishing to appeal must declare his or her intention to appeal in writing, within five working days of the receipt of the certified decision letter from the VPAA. The candidate shall submit the notification of the intention to appeal to the Campus Complaint Coordinator and the VPAA. The candidate shall then submit the appeal to the Campus Complaint Coordinator. (See [Chapter III](#), section 3.42, and [Chapter VIII](#), section 8.76.) The appeal must be submitted within 10 working days of the receipt of the certified decision letter from the VPAA. The Campus Complaint Coordinator will forward the appeal, along with the candidate's application, to an ad hoc Promotion and Tenure Appeals Committee, comprised of one elected, tenured faculty member from each department, with a chair selected from among the members by the ad hoc committee. The university's legal counsel shall serve as a non-voting member of the committee. After hearing the appeal, the committee chair shall prepare a letter stating the decision of the committee and rationale for the decision. This letter shall be sent to the candidate and the president. The president shall determine the final outcome of the appeal.

The burden of proof is on the faculty member, who shall prepare the appeal by stating the grounds for appeal and the evidence against the promotion or tenure decision.

Grounds for appeal may be based on:

- 1) use of improper procedure,
- 2) failure to consider the merits of the application,
- 3) use of arbitrary or capricious reasons for the negative decision,
- 4) use of gender, ethnicity, or other protected status in decision-making,
- 5) violation of the academic freedom or constitutional rights of the applicant, or
- 6) improper reasoning with regard to the long-term needs and plans of the university, including projected student enrollments, curricular changes, and/or faculty retirement schedules.