



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

Procedures for Promotion and Tenure Evaluation

[Letter from the President](#)

[Rules and Regulations](#)

[Adjunct Handbook](#)

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[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

The vice president for Academic Affairs shall notify, in writing, each candidate who is eligible to apply for promotion and tenure in a given year. A candidate who is notified of eligibility for tenure must apply that year. An individual who is notified about eligibility for promotion may opt not to apply.

Candidates will take primary responsibility for preparing their applications for promotion and/or tenure. Candidates must submit complete applications to the department head on or before the due date. New evidence of the candidate's qualifications will not be solicited or accepted after the due date, except under special circumstances requiring the permission of the vice president for Academic Affairs.

If eligibility for promotion and tenure fall in the same year, a candidate may apply for both in the same application. In this case, the cover letter will clearly indicate that the candidate wishes to be considered for both promotion and tenure.

The timeline for evaluation shall be as follows:

Level of Evaluation	Deadline
VPAA notifies candidates of eligibility	First working day of May
Faculty member submits application to department head who makes applications available to committee	First working day of September
Departmental subcommittee submits recommendations and applications to department head	15 working days following receipt of application

Department head submits applications and recommendations to the dean who makes them available to the college committee	10 working days following receipt of applications and recommendations
College committee submits applications and recommendations to college dean	15 working days following receipt of application and recommendations
Dean submits applications and recommendations to VPAA	15 working days following receipt of applications and recommendations
VPAA submits applications and recommendations to president	Fifth working day in January
President reports to Board of Curators	February/March Board meeting

The promotion and tenure evaluation process shall consist of six levels. Each application for promotion and/or tenure shall be evaluated by the following individuals and groups in order: 1) the department promotion and tenure committee, 2) the department head, 3) the college promotion and tenure committee, 4) the college dean, 5) the vice president for Academic Affairs, and 6) the president of the university. The president's decision will form a recommendation to the Board of Curators. The final decision on the granting of promotion and tenure rests with the Board of Curators. The final promotion and/or tenure decision shall be announced as a Board action and entered into the Board minutes.

The timeline for evaluation shall be as follows:

Following each level of the evaluation process, a designated individual from each level (e.g., the college dean, or committee chair) shall prepare a decision letter stating the decision regarding promotion and/or tenure, in addition to the rationale for the decision. This letter will be forwarded with the application to the next evaluative level. Therefore, each evaluation level will receive the application in addition to the decision letters from any lower levels of evaluation. At the same time, a copy of each letter will also be sent to the faculty applicant, so that the applicant is informed of the decision (and rationale for the decision) at every level of evaluation. The decision letter from the VPAA must be sent to the faculty applicant via certified mail.

During the evaluation process for promotion, a candidate receiving unfavorable decision letters may withdraw the application at any time before evaluation by the VPAA.

Tenure applications may not be withdrawn during the evaluation process.

Persons at each evaluative level shall primarily base their decisions on a substantive review of the candidate's accomplishments as evidenced in

the application. However, tenure decisions may also reflect the long-term needs and plans of the university, which may include examination of 1) projected student enrollments, 2) curricular changes, and 3) faculty retirement schedules.)

The above timeline for evaluation shall begin in May 2010 and shall be in effect for all faculty applying for promotion and/or tenure, regardless of whether they fall under the former policies or policies effective after the April 2009 approval date.



University Human Resource Services
Revised July 9, 2009