

## **2. Associate Professor**

The rank of Associate Professor is granted to faculty members who have fulfilled their University responsibilities with success. An initial appointment as Associate Professor is made only after consultation with the appropriate representative(s) of the Committee on Rank and Tenure and after evidence has been given that the new faculty member would meet the same standards required by the committee for promotion to this rank of one already on the faculty. One who, for various reasons, does not meet the standards required for promotion to the rank of Professor may, if she/he has been granted tenure, continue indefinitely in this rank without prejudice.

The Associate Professor will have had, for at least three years prior to appointment or promotion, whatever terminal degree is normally accepted in his/her field. The Associate Professor should demonstrate consistent evidence of excellence in teaching, and be significantly involved in advising students. The Associate Professor's scholarship and creative work should include a body of peer- evaluated work. Faculty in the performing arts should have developed reputations among professional colleagues and critics as able practitioners.

## **3. Professor**

The rank of Professor (or Full Professor) is granted to faculty members who have demonstrated the highest level of fulfillment of the University's ideal of the teaching scholar, actively promoting the well-being of the students, the expanding reputation of the University, and the vitality of the academic community in society. An initial appointment as Full Professor is made only after consultation with the appropriate representative(s) of the Committee on Rank and Tenure and after evidence has been given that the new faculty member would meet the same standards required by the committee for promotion to this rank of one already on the faculty. A Full Professor will normally have twelve years of collegiate teaching (or acceptable related experience).

## **4. President's Professor**

This special rank is bestowed upon individuals whose achievements go beyond those of a tenured full professor. A President's Professor is an individual who has achieved national and international distinction for her/his work in any field or discipline represented in the curricula of the University. Such an individual is typically known beyond her/his own discipline by a wider audience. As such, a President's Professor will have earned prestigious awards, titles, or honors for her/his work. As the title denotes, these individuals are appointed by the President of the University.

## **5. Endowed Chair**

Individuals appointed to the position of Endowed Chair have achieved widespread distinction for their work in a specific discipline or field represented in the curricula

#### **4. Promotion for Instructors**

Promotions in rank are based on the fulfillment of qualifications and meritorious performance by the applicant, on the vote and approval of the departmental faculty, and on the recommendation of the Chair and respective Dean. The final decision rests with the Provost. An Instructor may apply for promotion to Senior Instructor after a minimum of 5 years of full-time service as an Instructor or equivalent academic experience. On the recommendation of the department/program and with the approval of the Dean, an Instructor may apply for early promotion. The evidence to be reviewed includes material in the Candidate's dossier as well as the Department/Program vote and summary, the Department Chair's or Program Director's letter, the Dean's letter, and any other materials defined in the application standards. In those cases where promotion is denied, the Provost will give reasons in writing for such a decision at the request of the applicant. Instructors denied promotion may be rehired as Instructors and may reapply for promotion after a waiting period of at least one year.

#### **E. PROCEDURES FOR TENURE AND PROMOTION**

##### **1. General Procedures for Tenure and Promotion for Tenure-Line Faculty**

Tenure and promotion in rank at Loyola Marymount University depend in the final instance upon the decision of the President of the University. The President is advised by the Provost who, in turn, is given the recommendations of the respective Departments/Programs, Department Chairs or Program Directors, and Deans, and the Committee on Rank and Tenure.

The following subsections outline several procedures for advancement to tenure and/or promotion in rank. Additional, detailed procedures concerning the Rank and Tenure timeline, Department/Program standards, roles and responsibilities of all involved parties, and application standards appear in the Rank and Tenure Resource Manual in the Faculty Handbook Addenda.

##### **The Role of the Committee on Rank and Tenure**

The primary role of the Committee on Rank and Tenure is to make recommendations to the Provost and President based on a review of the Candidate's application for advancement to tenure and/or promotion in rank. The evidence to be reviewed includes the material in the Candidate's dossier as outlined in the application standards as well as external evaluation letters, Department/Program vote and summary, the Department Chair's or Program Director's letter, the Dean's letter and any other materials defined in the application standards.

The Committee on Rank and Tenure reviews the recommendations of the Department/Program, Department Chair or Program Director, and Dean to ensure that Department/Program Standards and university policies have been applied fully, consistently and equitably in all cases. The recommendation then made by the

Committee on Rank and Tenure is based on its application of the approved Standards of the Candidate's Department, Program, or School.

The results of its votes and its recommendations are recorded and forwarded to the Provost and will not be reconsidered without the introduction of compelling new evidence.

Because of the confidentiality of the Committee deliberations and the secrecy of its votes, no member of the Committee on Rank and Tenure may speak about matters pertaining to its deliberations or recommendations, much less speak for the Committee. Questions concerning the recommendations of the Committee are appropriately addressed to the Provost. The files of the Committee on Rank and Tenure are open to no one but the applicant, the Provost, and the President.

### **External Review**

The Candidate's application will include a number of external review letters solicited from both a list generated by the Candidate and a list generated by the Department Chair or Program Director. The number of external reviews and materials sent to external reviewers are articulated in the Rank and Tenure Resource Manual in the Faculty Handbook Addenda.

The external evaluations will be sent to the Department/Program for its assessment of the candidate and placed in the applicant's file for the normal review process. During the review process, the candidate will have access to the text of the external reviews, with all identifying information removed.

The purpose of the external review is to provide a fair, objective, and confidential assessment of the quality and, where appropriate, contributions of the Candidate's scholarship or professional creative work. Because the sole purpose of the external evaluation is to provide an independent and potentially valuable source of information about one element of the candidate's application, it should be emphasized that the external evaluations are not to be singularly determinative of the recommendation of any review. If the faculty member applying for tenure and/or promotion has reasonable grounds to believe that the external evaluation procedure will result in an evaluation that is substantially less valid or substantially less fair than an evaluation process that is purely internal, then he or she shall appeal according to the procedure outlined in the Rank and Tenure Resource Manual in the Faculty Handbook Addenda.

### **Appeals Process**

Candidates for Tenure and/or Promotion will be given the opportunity to file a "Request for an Independent Review" in response to a negative decision from the President of the University.

An Independent Review Committee comprised of five Full Professors from five Colleges/Schools will be appointed as a standing committee. As described in the

4. Autonomous programs in a college or school may develop their own standards with permission of the respective Dean.
5. The School of Education (SOE) will develop School Standards rather than Department Standards.
6. The College or School Dean is responsible for ensuring appropriate consistency in protection of academic freedom, rigor, equity, and balance of Department Standards across the College or School. Therefore, the Dean will review, suggest revisions, and finally approve the Department Standards. Once approved, the Dean forwards the Department Standards to the Provost.
7. The Provost is responsible for ensuring appropriate consistency in protection of academic freedom, rigor, equity, and balance across Colleges and Schools. Therefore, the Provost reviews and, if necessary, returns Department Standards to the appropriate Dean with questions and/or suggestions for revisions. The Provost shall have final say over whether Department Standards conform to the rank and tenure standards, descriptions of expectations for teaching and advising, scholarship or creative works and service. The Provost will approve the final version of a Department's Standards and then submit them to the President for authorization.
8. The President will authorize the final version of the Department or Program Standards and will return them to the Provost for distribution to the respective Dean and Department Chair. A copy of every set of Department and Program Standards will be maintained by the individual College or School.

#### B. EVALUATION OF CANDIDATES BY ESTABLISHED STANDARDS

Candidates for tenure and promotion to the rank of Associate Professor will be evaluated on their teaching and service performed at LMU since the time of their initial faculty appointment at the University. Candidates for promotion to the rank of Full Professor will be evaluated on their teaching and service performed at LMU since the time of their last promotion. All candidates for tenure and/or promotion in rank will be evaluated on their scholarly and/or creative works based on their entire body of work, with the expectation that evidence is demonstrated of ongoing productivity as clearly and explicitly defined by relevant Department Standards. Departmental Standards are the central benchmark by which candidates for tenure and/or promotion are evaluated at all levels of the process. Departments, Department Chairs, Deans, the Committee on Rank and Tenure, the Provost, and the President are obligated to evaluate a candidate's file as measured against Departmental Standards. Candidates for tenure and/or promotion in rank have the right to be evaluated on any set of their own Department's Standards relevant to their advancement to tenure or promotion in rank, in use at the time of, or formally adopted since, their initial appointment to a tenure-track faculty position at LMU.