Any candidate for promotion and/or tenure may appeal a negative decision reached at any level in the university promotion and tenure process. Unless a candidate withdraws from consideration for promotion and/or tenure (see Procedure 12.02.99.R0.03, Section 7), a candidate for promotion and/or tenure must receive consideration at all levels of the university promotion and tenure process. There is no appeal of a decision by the Board of Regents.

After receiving notice of a negative decision, a faculty member may appeal the decision by submitting a letter of appeal. The letter of appeal, (not to exceed three pages in length), must describe the basis for the appeal and must be submitted within five (5) business days of the date on the notice of a negative decision.

Departmental and College/School Level Appeal Process
For negative promotion and/or tenure decisions at the departmental, college or school level, the procedure is as follows:
The letter of appeal must be addressed to the department head or equivalent (for negative decisions at the departmental level) or the academic dean or director of school (for negative decisions at the college or school level) who will review the candidate’s Tenure and Promotion Portfolio and meet with the candidate to discuss the appeal. A decision must be rendered on the matter and the candidate must be informed of the decision by letter within five (5) business days of the meeting with the candidate. A copy of the decision letter will be placed in the applicant’s portfolio.

If a department head or equivalent or an academic dean or director of school decides that the decision at his or her level of responsibility is incorrect, he or she must forward a written explanation for his or her decision to rectify his or her original decision to the next level of review. The letter must be incorporated into the candidate’s Tenure and Promotion Portfolio (See 12.02.99.R0.03, Section 6.8, Schedule for the Tenure and Promotion Review Process).
Appeal Process for Promotion and/or Tenure

University Level Appeal Process
If the candidate is not satisfied with the decision of the University Tenure and Promotion Committee (Deans Council), he or she may appeal to the provost. The provost will review the candidate’s portfolio and meet with the candidate to discuss the appeal. The provost must render a decision on the appeal and shall inform the candidate of his or her decision by letter within five (5) business days of meeting with the candidate.

If the candidate is not satisfied with the recommendation of the provost, the candidate may appeal to the president through the Advisory Committee. If appealing the decision of the provost, the candidate must ask the provost to forward the original letter of appeal to the president. The candidate must submit a written statement explaining the grievance, and any supporting materials, to the president and to the chairperson of the Advisory Committee. The Advisory Committee determines whether or not the candidate’s case has merit and advises the president. If the committee advises that the case does have merit, the president will convene the Hearing Committee. After the president receives the Hearing Committee’s recommendations, he or she renders a decision on the appeal, and informs the applicant of his or her decision by letter within five (5) business days of the decision. The president forwards the full report of the Hearing Committee, along with his or her recommendation, to the chancellor.

There are no other avenues for appeal in the university.

See Procedure 12.02.99.R0.03, Section 8 for more information on the appeal process for promotion and/or tenure; and Rule 12.01.99.R1, Section 6 for more information on the procedures for appeals at the university level.