

Procedures for promotion and tenure applications

For the following process, the applicant will be informed at each step.

For the following process, appeals will be governed according to the master agreement.

- 1) The AAUP secretary will enroll FRC, Deans and CAC members in the appropriate groups on the share site to allow them access to promotion/tenure applications.
- 2) By October 1, faculty applications for tenure or promotion shall be forwarded to the department evaluation committee and department head.
- 3) By November 8, the faculty member will forward their application materials (Part I, II, and appendix) frc@nmu.edu. The AAUP secretary will load materials to the share site. The applicant will provide two printed copies; one copy for the department and one copy for the deans' office, hereafter known as the original traveling copy. If the applicant would like personal copy, they are responsible for producing and retaining their copy.
- 4) By November 8, department head and department evaluation committee will email their recommendations to frc@nmu.edu. Both will ensure that a copy of their recommendation is included into the department copy and the original traveling copy. The AAUP secretary will load recommendations to the share site.
- 5) By December 8, the College Advisory Councils will complete their review and insert their statements into both the department copy and the original travel copy. In addition, email statements to frc@nmu.edu. The AAUP secretary will load recommendations to the share site.
- 6) By January 22, the dean's office will complete their review and insert their statement as well as a completed Part V form into both the department copy and the original traveling copy. In addition, they will email their statement to frc@nmu.edu as well as forward the original traveling copy to the Faculty Review Committee. The AAUP Secretary will load recommendations to the share site.
- 7) By March 8, the FRC will complete their review and insert their statement into both the department copy and the original traveling copy. They will then forward the original traveling copy to the VPAA and the FRC will load their statement to the share site.
- 8) By April 8, the VPAA will forward recommendations for Tenure or Promotion to the Board of Trustees. A copy of the recommendation will be included in the department copy and the original traveling copy.
- 9) The VPAA sends the original travel copy to appropriate deans' office.
- 10) The original traveling copy will be retained by the college in accordance with article 5.5 of the AAUP master agreement and forwarded for records retention.

Part IX PVPAA Letter

5.6 Faculty Personnel Records

- 5.6.1 A bargaining unit member's "faculty record" shall consist of the "personnel record" as defined in the Bullard-Plawecki Employee Right to Know Act, including but not limited to "academic personnel files." The academic personnel files for each faculty member shall be maintained in the offices of the PVPAA, the dean, and the faculty member's departments (these files will be referred to as the "academic personnel files"). In addition to other material, the official personnel files contain material that is relevant to personnel decisions such as reappointment, tenure, and promotion. In addition to rights provided by the Bullard-Plawecki Act for a faculty member to inspect the faculty member's personnel record, persons authorized in writing by the faculty member shall also have those rights.

- 5.6.7 All written material used by the department head, dean or PVPAA in making recommendations concerning reappointment, tenure, and promotion, and disciplinary matters (discipline and/or termination) shall be contained in the academic personnel file at the time of these recommendations. These materials shall be placed in the file in a timely manner and the faculty member shall be sent a copy of the materials within twenty (20) days of its occurrence. Materials not placed in a file within one hundred eighty (180) days of their receipt may not be added to the file.

Records retention schedule

Record title: Faculty Personnel Records – Faculty Evaluation, Promotion, and Tenure Records

Schedule Number: 97-0032

Retention and Disposition: Permanent: Retain inactive for three years and then transfer to the NMU Archives [now called NMU Records Management]

Office Practice: This record must remain separate from all other Faculty Personnel Records.

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