

**University of Detroit Mercy  
College of Business Administration**

**GUIDELINES FOR PROMOTION AND TENURE**

**I. For promotion from Assistant to Associate Professor and Tenure:**

MISSION-BASED. All criteria listed are emphasized and measured with the College Mission in mind. Thus, we want to measure and show excellence in teaching, research and service consistent with the College and University Missions.

TEACHING. We are a teaching university, so teaching excellence is the major concern. Discipline coordinators will sit in on at least one class/semester for the first year of a faculty member's tenure track position. This provides necessary feedback to a non-tenured faculty member and begins a desirable mentoring process with that member. It also provides an additional measure for evaluation purposes. Since what we measure communicates what we consider important, it also clearly provides support for our mission and shows we live what we preach. Peer evaluation will be in addition to student evaluations and other measurements collected by the faculty member and/or the discipline area coordinator. As provided in the College's *Description of Shared Governance*, discipline coordinators mentor junior faculty, and review and evaluate annual reports from untenured faculty in the discipline prior to their submission to the Dean.

SERVICE. Junior faculty are expected to make contributions in service to the College and University, Profession, and Community without necessarily taking a leadership role in these efforts. We try to provide committee memberships that do not place a heavy time burden on our junior faculty. Compensated service is beyond the minimum required service.

RESEARCH. We expect our faculty to be active in research and to maintain activity throughout their careers. Certainly, our faculty should be a Scholarly Academic, as defined in the CBA Statement of Faculty Qualifications, by showing a record and future agenda of research in the field of specialization to remain current for our students. Generally, a minimum of four (4) quality publications consistent with the *CBA Statement of Faculty Qualifications* adopted by the Faculty on April 16, 2021 is required to become eligible for consideration of tenure and promotion to Associate Professor, and evidence that the candidate will continue as a Scholarly Academic, as defined in the *CBA Statement of Faculty Qualifications*. At least four (4) of these quality publications must be submitted in final form with Detroit Mercy affiliation included. As stated in the *Detroit Mercy Promotion and Tenure Handbook*, if a scholarly publication has been accepted for publication but not published at the time of dossier submission, an acceptance letter and draft manuscript should be submitted instead. An accepted article will count towards the requirement for promotion and tenure unless the faculty member chooses not to.

**II. For promotion from Associate to Full Professor.** To apply for Full Professor requires completion of six years in rank as Associate Professor. All criteria are measured from the

time of attainment of tenure and promotion to Associate Professor and, therefore, are in addition to those listed above:

MISSION-BASED. All criteria listed are emphasized and measured with the College Mission in mind. Thus, we want to measure and show excellence in teaching, research and service consistent with the College and University Missions. Faculty members are expected to demonstrate leadership in the criteria listed that is consistent with the College and University Missions. As provided in the College's *Description of Shared Governance*, tenured discipline faculty may ask the Discipline Coordinator to review their annual reports.

TEACHING. Faculty Members are expected to provide evidence of ongoing excellence in teaching.

SERVICE. Senior faculty members are expected to provide a high level of service to the College, the University, Profession, and the Community. Such service should reflect not only participation but a leadership role in two or more phases of service, i.e., College, University, Profession and Community. Senior faculty members are expected to demonstrate leadership in mentoring junior faculty. Compensated service is beyond the minimum required service.

RESEARCH. Two critical measures are expected to be met at this level. First, a candidate must be a Scholarly Academic, as defined in the *CBA Statement of Faculty Qualifications*, during tenure as an Associate Professor (or at least the last ten years while in this rank), which suggests currency in the profession. Second, a candidate must have a record of research activity that includes a minimum of six (6) current quality publications as described in the *CBA Statement of Faculty Qualifications*. Current publications are those within the last ten (10) years that were not presented for the promotion to Associate Professor. At least six (6) of these quality publications must be submitted in final form with Detroit Mercy affiliation included. As stated in the *Detroit Mercy Promotion and Tenure Handbook*, if a scholarly publication has been accepted for publication but not published at the time of dossier submission, an acceptance letter and draft manuscript should be submitted instead. An accepted article will count towards the requirement for promotion unless the faculty member chooses not to.

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