

**Promotion, Tenure, Continuous
Employment & Contract Renewals
for University of Detroit Mercy
UDMPU Faculty**



U N I V E R S I T Y O F
**DETROIT
MERCY**

A Handbook for Candidates and Evaluators

Updated July 17, 2025 by the Office of Academic Affairs



I. About this Document

This handbook is a companion document to sections of the Agreement between the University of Detroit Mercy and the University of Detroit Mercy Professors' Union, May 16, 2021 – May 15, 2026 relating to promotion and tenure/continuous employment criteria, application processes, and review procedures. Deadlines listed in this document are in concert with those identified in the collective bargaining agreement and are absolute. In instances of discrepancy between this document and the Agreement between the University of Detroit Mercy and the UDMPU, the contract is the governing document.

II. Use of this Document

It is expected that all candidates, faculty, and deans involved in the tenure and promotion process will review and become familiar with the entirety of this handbook as well as the applicable sections of the [2021-2026 Detroit Mercy/UDMPU Agreement](#).

5.5 Faculty Appointments

5.6 Probationary Period

5.7 Completion of Probationary Period

5.8 Probationary Review Process

5.9 Policies Regarding Review of Promotion and Tenure, Continuous Employment, Renewable Contracts

5.10 Termination and Notification of Probationary Employees

5.11 Continuation of Employment for Tenured Employees

5.12 Continuous Employment for Clinical-Track Faculty

5.13 Renewable Contracts for Lecturers

5.14 Renewable Contracts for Clinical Instructors

III. General Criteria for Promotion, Tenure, Continuous Employment, or Contract Renewal

A. General Criteria: The general criteria for tenure or promotion in academic rank are successful completion of Professional Responsibilities delineated in Article 6.2 of the Collective Bargaining Agreement, which include teaching, scholarship, and service.

1. **Consistent high-quality teaching**, substantiated by evaluations from the dean (or designee), peers, and summaries of student evaluations.

Teaching is based upon knowledge of current scholarship in the field; clarity of objectives; care and depth in preparation of courses; pedagogical skills; creativity in the classroom; and student response. Also considered are: student advising; independent study and student research; thesis advising; assisting and supporting students in other ways; development of pedagogical skills to improve teaching; and developing courses and curricula.

2. **Scholarship includes**, scholarly works and creative activity, recognized and demonstrated, as appropriate to the applicant's discipline.

Scholarship includes scholarly works and creative activity done independently or collaboratively, that result in publication, presentation, or documented scholarly and creative productivity recognized by professionals as contributing to the profession and/or state of the art. Research efforts must be continuous, organized, and conducted with a stated purpose. A foundational aspect of the modern university, scholarship and creative activity improve teaching quality, and are thus recognized as important parts of a faculty member's workload.

3. **Service to the college or school**, the University, the profession, and the community, in accord with the needs of the unit and the University's mission and goals.

Service is evidenced by working on departmental, college and University committees; participating in professional organizations; working with other faculty on interdisciplinary or inter-professional projects; coordinating programs; assisting with recruitment, retention, public relations and/or fundraising activities; participating in campus/student activities; attending ceremonies which are central to University life; and participating in volunteer activities in accord with the University's mission and goals.

B. Specific Criteria: Faculty applying for promotion, tenure, continuous, employment, or contract renewal must satisfy criteria established by the University, School/College, and program/department (See Table 1), consistent with faculty rank criteria described in the Detroit Mercy/UDMPU 2021-2026 Agreement (Article V).

C. **Table I:** Criteria for Promotion, Tenure, Continuous Employment or Contract Renewal

University Criteria	College/School Criteria	Program/Department
Provided by the Office of Academic Affairs	Provided by Faculty Member's School or College	Programs and Departments may provide criteria specific to their program or department
See information provided in this document, including curriculum vitae requirements and required dossier content.	See College/School P&T Guidelines (links provided below)	See Department or Program Specific Criteria, where applicable (links provided below)

1. **University Criteria**

The Office of Academic Affairs provides access to pertinent review forms on the [Faculty Promotions, Tenure, & Annual Reviews webpage](#), including this document.

2. **Schools and Colleges Criteria. Program/Department where applicable**

College of Business Administration

CBA PT Guidelines

- **CBA Guidelines for Lecturers**
- **CBA Faculty Qualifications**

College of Engineering & Science

CES Tenure & Promotion Guidelines

- **Civil Engineering PT**
- **Electrical & Computer Engineering PT**
- **Mechanical Engineering PT**
- **Biology PT Guidelines**
- **Chem and Bio Chem PT Guidelines**
- **Math and Computer Science PT Guideline**

College of Health Professions

CHP PT Guidelines

College of Humanities, Arts & Social Sciences

CHASS Promotion & Tenure Guidelines (revised 2024)

CLAE Tenure and Promotion Guidelines

Libraries
[Library Guidelines for PT](#)

School of Architecture & Community Development
[SACD Promotion and Tenure Guidelines 2022](#)

School of Dentistry
[SOD Promotion and Tenure Guidelines](#)

School of Law
[SOL Promotion and Tenure Guidelines](#)

School of Optometry
Coming Soon

3. Program/Departments Specific Academic-Unit Criteria

In the spirit of shared governance, specific academic-unit criteria for promotion or tenure/continuous employment/renewable contracts are established by the members of the Academic Unit and are available to all faculty from their Dean's office. These criteria shall be determinant in the decision to grant promotion and tenure/continuous employment/renewable contracts. [see Article 5.9(d)]

Please visit the Promotion and Tenure Guidelines tab on the [Faculty Promotions, Tenure, & Annual Reviews webpage](#), to access any specific academic-unit criteria for promotion and tenure. Links are also provided in section III.B.2 of this document.

IV. Dossier Preparation Guidance

This section is provided by the Office of Academic Affairs and is intended to serve as a guide for dossier preparation.

Prepare your dossier in a manner that effectively and accurately represents your contributions to the University, your field, students, and the mission and goals of the University. Take care to be precise, concise, thorough, and selective. Review recently successful candidate dossiers before finalizing your submission. Seek feedback from colleagues. In addition to listing and stating accomplishments, provide evidence in support of participation, contributions, and accomplishments. For example, a thank you letter from a committee chair stating your contributions to the committee's work is much more impactful than a letter that only states membership. Prepare your dossier for review at all levels. Colleagues at the program or departmental level will likely have the clearest understanding of a candidate's field. However, as your dossier is reviewed beyond the department level, committee members and administrators are increasingly less likely to be familiar with the content and conventions of your discipline. It is in your best interest to prepare your dossier so that the accuracy, thoroughness, quality, and impact of your work can be well understood at all levels of review. A dossier checklist is included in [Appendix A](#).

A. Dossier Format Requirements

1. **Upon notification** of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to your electronic dossier for uploading your files (see instructions for online submission posted on the Academic Affairs website under the P&T tab).
2. **The main folder** will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service).
3. **The Candidate Overview folder** will contain the Dossier Probationary Form or P&T Transmittal Form, table of contents, curriculum vitae, annual reports, letters of support, awards and honors, and any additional information to be considered.
4. **The Teaching folder** will contain your teaching statement, course syllabi, sample teaching materials and course assessments, peer teaching assessments/evaluations, all student course evaluations, a reflective summary of course evaluations, and professional development and/or continuous education.
5. **The Research & Scholarly Activity folder** will contain your scholarship statement, external evaluators' letters, copies of publications, copies of grant abstracts, and grant award letters.
6. **The Service folder** will contain your service statement and various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.

The McNichols Tenure and Promotion Committee prepared the document: [McNichols Faculty P&T Dossier Preparation](#) to guide candidates through the dossier preparation process.

There have been adverse occurrences (e.g., lost files) associated with long file names, therefore it is imperative that faculty review the document: [Tips for Naming Files in Share Point](#)

V. Curriculum Vitae Required Elements

Education – Include all degrees, professional certifications, and/or licensures

Professional Experience – Include employment history, complete with position titles and duties

Teaching – Include teaching activities under headings similar to the ones listed below.

- Courses Taught at University of Detroit Mercy (most recent first)
- Courses Taught at other Higher Education Institutions (most recent first)
- Commitment to Student Learning (describe or list activities related to student service learning, directed studies, project-based courses, curriculum review, course development, accreditation, etc.)
- Professional Development (cite workshops, webinars, and/or conferences attended that were devoted to enhancing pedagogy).

Scholarly Activity: Properly cite all scholarly activity using headings similar to the ones listed below, appropriate to your discipline. For multi-authored works, indicate your role/responsibility. Acknowledge student co-authors. Properly cite manuscripts that are in press or in progress. Indicate if a presentation was local, regional, national, or international. For grants indicate if internally funded or externally funded. For collaborative grants, indicate clearly the role of the candidate (PI, co-PI, Consultant, or Contributor, along with the nature and percentage (%) of the candidate's role).

- Refereed Publications
- Non-Refereed Publications
- Refereed Presentations
- Invited Presentations
- Grants Funded (with inclusive dates)
- Grants Applied For (with submission dates)
- Other Scholarly Works

Service – List the most recent service first and use headings similar to the ones listed below. Indicate dates of service and candidate's role where appropriate (e.g. member, chair, past chair, secretary, etc.)

- Department/Discipline/Program Service
- School/College Service
- University Service
- Professional Service
- Community Service

Professional Organizations and Awards – Include membership and offices held in professional organizations. Also include awards and honors. List the most recent first and include dates.

Additional Information (Optional) – Please include any additional information you want considered during your review (include applicable headings)

VI. Required Dossier Content

Section One: Candidate Overview

Probationary Form or P&T Transmittal Form: The top portion of the probationary form or P&T transmittal form must be completed by candidate.

Table of Contents

Curriculum Vitae: See checklist for curriculum vitae requirements

Annual Reports: Include copies of all annual reports. Reports must contain Chair's/Discipline Coordinator's, Dean's, and Candidate's comments and all appropriate signatures.

Letters of Support: Include any letters of support from colleagues and/or students.

Awards and Honors: Include any awards/honors.

Additional Information Statement (optional): Include any additional information to be considered. If there are circumstances or information about the candidate that provide additional information applicable to the candidate's career, experiences, or dossier content - for example, gaps in productivity; modified teaching load; information missing from the dossier—the candidate may choose to provide an additional explanation addressing the specific issue(s).

Section Two: Teaching

Teaching Statement: Include teaching philosophy; a list of courses taught; use of any [high impact practices](#), contributions to course, curriculum, and/or program development; teaching and/or learning innovations; instructor training and development; changes and revisions to current University courses with rationales; examples of service learning projects; contributions to student learning outcomes, etc. If applicable, expound on how your teaching connects to the educational traditions of Detroit Mercy sponsors (e.g. a student-centered focus and concern for the dignity of the person). Contextualize previous work and accomplishments as well as future goals. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Course Syllabi: Include copies of representative Detroit Mercy course syllabi (most recent first).

Sample Teaching Materials and Course Assessments: Include samples of teaching materials and course assessments consistent with your School/College criteria.

Peer Teaching Assessments/Evaluations: Include copies of Dean and peer teaching assessments/evaluations consistent with your School/College criteria.

Student Course Evaluations: Include a reflective summary of course evaluation reports, addressing strengths and areas to strengthen. Include all pages of the course evaluation reports, most recent course evaluations first. Candidates for Associate Professor must include all Detroit Mercy course evaluation reports. Candidates for Professor must include all Detroit Mercy course evaluation reports since their last Detroit Mercy promotion.

Professional Development/Continuing Education: Include evidence of professional development engagement related to improving pedagogy and continuing education required for licensure, where applicable.

Section Three: Research and Scholarly Activity

Scholarship Statement: Describe past, present, and future scholarly work. Provide a list of scholarly work included in the dossier and explain the focus, context and goals of your interests and work, as well as its place in and impact on your discipline/area of study. If applicable, expound on how your research connects to the educational traditions of Detroit Mercy sponsors (e.g. concern for the dignity of the person and for the common good of the world community). Specify particularly successful projects and include reference to funded grants, if applicable. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Copies of Scholarly Publications and Work: Include copies of scholarly publications, books, and other work to be considered during the review (most recent first). *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.* Include abstracts of funded, applied for, and non-funded grants.

Letters from Evaluators External to Detroit Mercy: It is recommended that each candidate work with their Dean's Office to secure external reviewer letters of their scholarly work, consistent with the criteria of their school/college. For promotion to Associate Professor, a minimum of two external review letters are required (*optional for schools/colleges that do not require external evaluations of scholarly activity at this level of promotion*). For promotion to Professor, a minimum of three external review letters are required.

External evaluators should be asked to assess the candidate's standing in the field, commenting on the impact of the candidate's work in the field, explaining ways in which the candidate has added to or modified existing knowledge in the field, addressing candidate's development of new ideas or application of existing theories and evaluating the extent to which the candidate has established him/herself as an independent scholar in the field.

Each College, School, or Unit will determine the process by which external reviewers are identified and contacted. Each letter must be accompanied by a brief biography or CV of the reviewer. Untenured faculty will not ordinarily be invited to serve as reviewers. Editors of volumes in which a candidate has published an essay may be considered as reviewers.

External review letters must be solicited from individuals "at arm's length" from the candidate. That is, **the following may not be chosen** to serve as reviewers: the candidate's doctoral or postdoctoral directors/mentors; individuals with whom, in the last three years, the candidate has worked as a co-author, collaborator, or co-investigator on scholarly, research, or artistic projects; close friends from graduate school; or anyone with whom the candidate has had a personal relationship.

Section Four: Service

Service Statement: Describe past and present service and plans for future service work and include a list of service at the various levels (department/program, college/school, university, professional, and community). Explain your interests and your accomplishments in service. Include reference to and/or

further description of items included on your curriculum vitae. Expound on how your service connects to Detroit Mercy's mission (provide excellent student-centered undergraduate and graduate education in an urban context) and/or the educational traditions of Detroit Mercy sponsors (promotion of justice and compassionate service to persons in need). Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Evidence of Service: Such evidence may include invitation and appointment letters; thank you letters and other forms of recognition from Committee Chairs, leaders of organizations, student advisees/mentees, etc.; awards and/or other forms of accomplishment, acknowledgement, and recognition. Other acceptable forms of evidence include screen shots of webpages showing committee membership, meeting minutes, and/or annotated photographs of engaged service.

VII. Overview of Review Process for Probationary Faculty

The Office of Academic Affairs provides this abbreviated overview, but please see complete details in the 2021-2026 DETROIT MERCY/UDMPU Agreement [5.6 -5.8(a-c)]

- a) During the first semester following appointment, the faculty member shall have a meeting with their Dean, during which the Dean shall provide a copy of the guidelines for preparation of the tenure/continuing employment dossier as well as all annual probationary review timelines.
- b) **By May 15** - Probationary Faculty member submits dossier to their Dean's office by deadline indicated in 5.8(c) – using the Instructions for Submitting Online Dossiers, where applicable.
- c) **By August 31** - Chair submits all written comments to Dean. Per a process previously determined by tenured faculty of the faculty member's unit, tenured faculty review the dossier and submit comments to Chair. Chair meets with faculty member to review and evaluate faculty member's progress toward tenure/continuing employment.
- d) **By September 15** – School/College/Unit Promotion and Tenure Committee completes reviews of all **Mid-Tenure dossiers** and submits all written comments and the dossier to the Dean by Sept 15th due date. The Committee will review the third-year dossier (submitted May 15th of the third probationary year) and evaluate the faculty member's progress toward tenure/continuous employment.
- e) **By September 30** - Dean submits dossier and all materials, comments, and evaluations to the Provost and Vice President for Academic Affairs. Prior to that date, the Dean meets with faculty member to review and evaluate faculty member's progress toward tenure/continuing employment. During this meeting the Dean provides the faculty member with a copy of anonymous aggregated comments from earlier levels of review. Dean provides a written evaluation to the faculty member.
- f) **By October 30** - The Provost and Vice President for Academic Affairs notifies the faculty member in writing of their progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment, as well as comment on the employee's success or failure in meeting the University, College, School and Department/Program or Library criteria for performance in the areas of teaching, scholarly research and service, as appropriate

VIII. Required Steps and Processes for Faculty and Dean Review of Candidate Dossiers for Promotion, Tenure, Continuous Employment, or Contract Renewal

This section is provided by the Office of Academic Affairs and is intended to serve as a guide for dossier review and expounds on the process described in the May 16, 2021 – May 15, 2026 DETROIT MERCY/UDMPU Agreement [5.9(f)].

All aspects of the review process are confidential. Before beginning the review process, all faculty and dean reviewers must sign the [Confidentiality Agreement](#) (see sample in **Appendix C**).

Departmental Committee and/or Chair Review and Recommendation

In colleges or schools where it is appropriate, departmental committees and/or chairs will review and evaluate candidates. The review and evaluation must consider all pertinent information related to the University of Detroit Mercy Criteria for Tenure and Promotion and *the specific academic-unit criteria for Tenure and Promotion*.

After review and evaluation, the department committee and/or chair will decide upon a formal recommendation and will indicate this on the candidate's Transmittal Form along with signature and date (**by October 1 for Dept and Oct 15 for Chair**). A report letter explaining the recommendation will be composed. The letter must include specific reference to University criteria and the unit's criteria for tenure and promotion. The letter must include the vote of the committee and be signed by all members of the committee. It will be added to and become a part of the candidate's dossier. *The dossier then proceeds to the unit committee no later than October 15.*

College/School/Unit Committee Review and Recommendation

College/School/Unit Committees will review and evaluate candidates from their college/school/unit. The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Tenure and Promotion *and their specific academic-unit criteria for Tenure and Promotion*.

After such review and evaluation, the college/school/unit will decide upon a formal recommendation regarding the candidate's change of status and will indicate this on the candidate's Transmittal Form along with signature and date (**by Dec 1**). In addition, the college/school/unit committee will compose a report letter explaining their recommendation. The report letter—with specific reference to University criteria and their college's criteria for tenure and promotion—must include the vote of the committee and be signed by all members of the committee. This letter will be added to and become a part of the candidate's dossier. *The dossier then proceeds to the college/school/unit dean no later than December 1.*

Dean Review and Recommendation

College/school/unit deans will review and evaluate candidates from their college/school/unit. The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Tenure and Promotion *and their specific academic-unit criteria for Tenure and Promotion*. In addition, the dean will review the recommendation of the college/school/unit committee.

After such review and evaluation, the college/school/unit dean will decide upon a formal recommendation regarding the candidate's change of status and will indicate this on the candidate's Transmittal Form along with signature and date (**by Jan. 15**). In addition, the college/school/unit dean will compose a report letter explaining their recommendation.

For those cases in which the Dean's evaluation differs from an earlier level of review, he/she shall meet with the appropriate committee or individuals for additional dialogue before filing his/her report.

The report letter—with specific reference to University criteria and their college’s criteria for tenure and promotion—must include the dean’s recommendation as well as their review of the recommendation of the college/school/unit committee. This letter will be added to and become a part of the candidate’s dossier. The dossier then proceeds to the McNichols Tenure and Promotion Committee no later than **January 15**.

Review and Recommendation from McNichols Tenure and Promotion Committee

The McNichols Tenure and Promotion Committee (MTPC) will review and evaluate candidates from the McNichols Campus (see **Appendix D** for Guidelines). The review and evaluation must consider all pertinent information related to the University Detroit Mercy Criteria for Promotion and Tenure, and the specific academic-unit criteria for Tenure and Promotion.

After such review and evaluation, the MTPC will decide upon a formal recommendation regarding the candidate’s change of status and will indicate this on the candidate’s Transmittal Form along with signature and date (**by March 1**). In addition, the MTPC will compose a report letter explaining their recommendation. The report letter, with specific reference to University criteria and the candidate’s academic-unit criteria for tenure and promotion, must include the vote of the MTPC and be signed by all committee members. This letter will be added to and become a part of the candidate’s dossier. The dossier then proceeds to the Provost and Vice President for Academic Affairs (VPAA) no later than **March 1**.

Provost and VPAA Review and Decision

The Provost and VPAA receives the dossier and all submitted documentation and recommendations; reviews and evaluates all pertinent information related to the University Detroit Mercy Criteria for Promotion and Tenure, and specific academic-unit criteria for Tenure and Promotion; and decides to grant or not grant the change of status for which the candidate applied.

For those in which his/her decision differs from the MTPC, he/she will meet with the MTPC for additional dialogue before a final decision is made.



Candidate Dossier Checklist

Before submitting your dossier, review and complete this checklist. Write “NA” for items that don’t apply to your candidacy.

Check	REVIEW OF PERTINENT DOCUMENTS
	Candidate has reviewed, understood, and followed “Tenure and Promotion at the University of Detroit Mercy: A Handbook for Candidates and Evaluators.”
	Candidate has reviewed, understood, and followed the sections of the Bargaining Agreement which apply to faculty rank, tenure, and promotion.
	Candidate has reviewed the document Tips for Naming Files in Share Point and is aware that failure to adhere to file naming conventions may result in lost files.
	Candidate has reviewed the document McNichols Faculty P&T Dossier Preparation that guides candidates through the dossier preparation process.
	FORMAT REQUIREMENTS for Electronic Submission
	Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to your electronic dossier for uploading your files (see instructions for online submission posted on the Academic Affairs website under the P&T tab).
	Your main folder will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service)
	The Candidate Overview folder will contain the Probationary form or P&T Transmittal Form, a table of contents, curriculum vitae, all annual reports, letters of support, awards and honors, and any additional information to be considered.
	The Teaching folder will contain your teaching statement, course syllabi, sample teaching materials and course assessments, any peer teaching assessments/evaluations, all student course evaluations, a reflective summary of course evaluations, and professional development/continuing education.
	The Research & Scholarly Activity folder will contain your scholarship statement, external evaluators’ letters, copies of publications and/or scholarly works appropriate to your discipline, copies of grant abstracts, and grant award letters.
	The Service folder will contain your service statement and a list of service at the various levels (department/program, college/school, university, professional, and community), along with various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.
	The Provided Folders may not be deleted or renamed. Candidate may add additional folders within any of the provided folders if needed.



Candidate Dossier Checklist - continued

Check	<i>Dossier Content</i>
	Section I: Candidate Overview
	Probationary Form or P&T Transmittal Form
	Table of Contents
	Curriculum Vitae
	Annual Reports
	Letters of Support
	Awards and Honors
	Additional Information Statement (optional)
	Section II: Teaching
	Teaching Statement
	Course Syllabi
	Sample Teaching Materials and Course Assessments
	Peer Teaching Assessments/Evaluations
	All Student Course Evaluations
	Professional Development and/or Continuing Education
	Section III: Research and Scholarly Activity
	Scholarship Statement
	Copies of Publications and Scholarly Work
	External Evaluator' Letters
	Section IV: Service
	Service Statement
	Evidence of Service Accomplishments

Dossier Transmittal Form

Tenure, Promotion, Contract Renewal, or Continuous Employment

Part A: Faculty applicant will complete this top portion.

Requested Information	Responses
Name	
Department	
Terminal Degree	
College/School/Unit	
Current Rank	
Initial Rank	
Date of Initial Rank	
Yrs. Granted on Tenure Clock at Hire	
Yrs. Paused on Tenure Clock	
Promotion Requested?	
Tenure Requested?	
Continuous Employment Requested?	
Contract Renewal Requested?	
Date of Last Promotion	
Proposed Rank	

Part B: Dossier Reviewers will complete applicable portion in this bottom section.

Recommending Unit	Tenure ¹ , Contract Renewal, or Continuing Employment Yes or No	Promotion ² Yes or No	Electronic Signature	Date
Department Committee				
Department Chair				
College/School/Unit				
Dean				
University Committee				

¹ The term “tenure” is used as a shorthand in this document. For tenure-track faculty, it refers to tenure (with simultaneous promotion to rank of Associate Professor); for clinical-track faculty, it refers to continuous employment (with simultaneous promotion to rank of Associate Professor); for lecturers and clinical instructors, it refers to post-probationary multi-year contracts.

² For tenure-track and clinical-track faculty, promotion shall be to the rank of Professor. Promotion to Associate Professor rank shall be simultaneous with, and part of the application for, tenure. For Lecturers, promotion shall be to the rank of Lecturer II or Senior Lecturer.

**CONFIDENTIALITY AGREEMENT
FOR DOSSIER REVIEW**

Link to Online Confidentiality Agreement: <https://forms.office.com/r/iG5FhZixJ5>

Faculty, Deans, Administrators, and Staff,

In my role as a reviewer of faculty dossiers or dossier submission facilitator at University of Detroit Mercy (Detroit Mercy), I understand that I may have access to confidential information regarding individual faculty comments and votes related to probationary reviews, tenure, and promotion deliberations for faculty candidates. This access to confidential information includes, but is not limited to, personnel discussions and voting during committee meetings.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to such information:

- I will use my authorized access to information (whether oral, written or electronic) only in the performance of the responsibilities as a department/discipline member, department chair/program director, P&T Committee Member, Dean, or Dean's Administrative Assistant.
- I will avoid disclosure of information to unauthorized persons except as permitted under applicable University policy and/or Federal or State law.
- I understand and agree that my obligation to avoid such disclosure will continue even if and after I leave the employment of Detroit Mercy.
- I will exercise care to protect information against accidental or unauthorized access, modifications, disclosures, or destruction.
- When discussing information with other department/discipline/committee members, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.
- I will promptly report to the appropriate administrator or the Provost and Vice President for Academic Affairs if I become aware that others have broken the confidentiality covered by this Agreement.
- I understand that any violation of this Agreement or other University policies related to the appropriate release or disclosure of information may result in one or more sanctions including immediate termination of my access to that information, removal from membership on the Committee, and/or disciplinary action as deemed appropriate by the appropriate administrator.
- I confirm that I have read and understand the dossier review and dossier submission terms stated above.

1. Please type your name to serve as your electronic signature.

2. Date.

3. College, School, or Unit

4. Role

Send me an email receipt of my responses

Submit

Guidelines for McNichols Tenure and Promotion Committee

Membership

Membership¹ is defined in the DETROIT MERCY/UDMPU 2021-2026 Agreement: Article V, Section 5.9e (iii).

- a. Tenured faculty, continuously employed clinical-track faculty members/library faculty members shall be elected by the faculty of each of the respective academic units. The number of the members from each academic unit to be elected to the tenure and promotion committee shall be computed as follows: one for every thirty (30) faculty members (or library faculty) or fraction thereof, e.g. 1-30, 1 elected; 31-60, 2 elected; 61-90, 3 elected and provided, however, that a faculty member/library faculty member being considered for tenure/continuous employment/renewable contracts or promotion shall be ineligible to serve on this committee. In addition, no faculty member/library faculty member may serve on the academic unit Tenure and Promotion Committee and the McNichols Tenure and Promotion Committee concurrently.
- b. The members shall be elected for staggered three (3) year (October 15 to October 14) terms.
- c. The committee shall elect a chairperson from the membership by a majority vote each year to serve a one (1) year term.
- d. The Committee shall file a final report with the Provost and Vice President for Academic Affairs.
- e. The committee, in consultation with the Provost and Vice President for Academic Affairs, shall call its own meetings and establish its own operating rules.
- f. All committee members shall sign confidentiality agreements.

¹ Current membership is nine members: CES (2), CBA (1), CHP/MSON (2), CLAE (2), SOA (1), Library (1)

Guidelines for McNichols T&P Committee APPENDIX D CONTINUED

Convening the Committee

The Provost/Vice President for Academic Affairs (VPAA) provides the past chair with a roster of members, start and end dates of their terms and contact information as per college/school/library elections by October 30.

1. The first meeting of the McNichols Tenure and Promotion Committee should be convened by the immediate past chair no later than November 24th. The committee will then elect a Chairperson for a term of one year, October 16 - October 15. The Chairperson's name will be forwarded to the Provost/VPAA in writing by the elected chair.
2. The Committee will review and update operational procedures (e.g., frequency of meetings, times, location) as well as review periods and dates of formal meetings for candidate discussion and voting.

Roles and Responsibilities

- All Committee members must maintain confidentiality during the review process and following the completion of the process.
- A confidentiality form will be distributed at the first meeting convened by the Provost/VPAA.
- Each member is expected to carefully and thoughtfully review the submitted materials.
- Each member sits as a member of the McNichols Tenure and Promotion Committee. Personal knowledge and/or bias concerning any candidate should not influence the member's contribution, discussion or vote.
- If a member feels they cannot objectively review and/or discuss a candidate, they should recuse themselves from the meeting and the vote.
- Any materials forwarded to the Committee that are not part of the submitted dossier should not be considered, e.g., unsolicited letters, emails, telephone calls or other forms of contact.
- Before making a final decision, the Provost/VPAA will meet with the Committee to discuss the decision and gain insights concerning disputed decisions.

Guidelines for McNichols T&P Committee **APPENDIX D CONTINUED**

Research Leaves

1. The Committee will consider applications for Paid and Unpaid research leaves as the first order of business. Applications will be submitted to the McNichols Tenure and Promotion Committee through the Office of the Provost and Vice President for Academic Affairs by November 21.
2. Applications for Paid and Unpaid Research Leaves will be made available electronically for committee review. The Chairperson will call for a formal vote on research leave applications when there is a quorum (majority) of elected committee members available to vote. The chairperson will submit a formal tabulation of the voting results to the Provost/VPAA by January 2nd.

Tenure, Promotion, and Continuous Employment

1. The Office of the Provost/VPAA will provide the chairperson with a list of applications for Tenure and Promotion to consider for the academic year by January 15. The list will include date of hire, last promotion date, probationary year if applicable, and date of tenure if applicable, present rank/discipline, nature of application (promotion and tenure or continuous employment), and approvals or denials by previous levels of evaluation, including department/discipline, chair, college/school/library committee and dean. This form will be available to all committee members at the time of formal dossier review.
2. The Office of Academic Affairs will identify a location for members to review all applicant dossiers and related materials. **To maintain confidentiality, all applicant dossiers and related materials must remain in the Office of the Provost/VPAA.** Review may occur in between formal committee meetings as arranged with the Office of the Provost/VPAA.
3. The committee will reconvene no later than February 24 to begin to consider applications for promotion and tenure.
4. Meetings will be held as agreed upon in the conference room of the fifth floor of the Fisher Administration Center or comparable location depending on availability.
5. Applicants and their submitted dossiers will be discussed at meetings and a formal vote will be taken when agreed to by the majority of the committee. Results of the Committee vote will be tabulated by the Chair at each meeting. When voting is completed, a letter will be drafted to the Provost/VPAA, outlining the salient points of the application and the results of the vote by the committee. This report and recommendation will be completed no later than March 1.