



# Cleveland State University

College of Liberal Arts and Social Sciences

*Office of the Dean*

## **Guidelines-Procedures for Promotion-Tenure Dossiers**

1. Submission of preliminary dossier to the Departmental-School Peer Review Committee on or before the first Monday in April. At the minimum, the preliminary dossier must contain a current curriculum vitae and the material to be sent out for external review and assessment. The Departmental-School PRC has the prerogative of requesting additional material for this preliminary dossier. The PRC and the faculty individual then, in concert, identify and select at least three external reviewers of the scholarly corpus and then Chair of the Committee transmits this material to the external reviewers. The external reviews, when received, are placed in the dossier by the Chair of the Departmental-School Peer Review Committee.
2. Final complete dossier to the Departmental-School Peer Review Committee on or before September 8. The Departmental – School PRC places its recommendation in the dossier and transmits the dossier to the Chair-Director on or before September 21. At the time of transmission, the Committee Chair must provide the faculty member with a copy of the written recommendation.

There is only one PRC recommendation (may contain majority/minority statements); the recommendation must contain all substantial reasons used to arrive at the decision; the numerical record of the vote must be precisely noted (a recommendation is positive only if supported by a majority (50% plus 1) of the total non-recused membership. The PRC may solicit and consider any additional material it deems relevant to the evaluation; all such material must be inserted in the dossier when it is forwarded to the next stage.

The PRC must include with its recommendation a description of the external review process: how were these people identified and selected; a statement of any relationship between the candidate and the reviewers; a brief biographical sketch of the reviewers; and a copy of the letter sent to the reviewers soliciting their assessment. The candidate cannot have access to these letters until the dossier is transmitted to the Provost by the Dean (on or before November 25): the candidate must provide a written request to the Provost for copies. These letters cannot be given to the candidate by the Department-School PRC or the Department-School Director or the College PRC or the Dean.

3. Department Chair – School Director places his/her assessment in the dossier and transmits the dossier to the Dean on or before September 30. At the time of transmittal, a copy of the Chair's – Director's recommendation must be given to the Chair of the Departmental-School PRC and to the faculty member.

4. The Dean transmits the dossier to the College Peer Review Committee on or before October 1.
5. The College Peer Review Committee places its assessment in the dossier and transmits the dossier to the Dean on or before November 1. The Dean will then distribute copies of the College Committee's assessment to the individual faculty member, the chair of the Departmental – School PRC and to the Department Chair-School Director.
6. On or before November 25, the Dean places his/her assessment in the dossier transmits the dossier to the Provost. Copies of the Dean's assessment, also by November 25, will be transmitted to the individual faculty member, the Chair of the Departmental-School Peer Review Committee, the Department Chair – School Director and the Chair of the College Peer Review Committee.
7. The Provost must refer all dossiers with disputed recommendations to the University Peer Review Committee for review and may also refer dossiers with unanimous negative recommendations (but if so, only after soliciting comments from the candidate). The University Peer review Committee will solicit comments from the candidate, the Department-School PRC, the Department Chair-School Director and the Dean on all dossiers received from the Provost. The University PRC must forward its recommendations on all candidates reviewed, with supporting reasons, to the Provost on or before January 25. Copies of this recommendation are also distributed to the candidate, the Department-School PRC, the Department Chair-School Director and to the Dean.
8. The Provost must consider all documents and recommendations, giving particular attention to the University PRC's recommendation (if the dossier had been reviewed by the UPRC) and forward his/her recommendations to the President of the University on or before February 15. Copies of the Provost's recommendation are also sent to the candidate, the UPRC (where applicable), the Dean, the College PRC, the Department Chair-School Director and to the Department-School PRC.
9. The President transmits the recommendations to the University's Board of Trustees. Each candidate must be notified, on or before April 15 by the appropriate administrative person, of the Board of Trustees' decision with respect to promotion and/or tenure.
10. The candidate will be informed by the Dean's that the dossier may be retrieved from the Dean's Office. The Provost usually removes (for the Provost's files) the curriculum vitae and the external letters before returning the dossiers to the Dean.

*10. Note: If a candidate receives an unfavorable recommendation at any stage, the candidate may withdraw from consideration unless it is the sixth year of a probationary period.*