

- Nov. 15: Committee completes deliberations and confers with provost.
- Nov. 25: Committee reports its recommendations to the president, candidates, and their chairs and deans.
- Dec. 6: Committee **deliberates requests for reconsideration**, if any.
- Dec. 16: Committee meets with president to discuss its **final** recommendations.

Consideration for Promotion to Associate Professor (adjusted annually)

- March 15: Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all deans and department chairs.
- March 30: Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all faculty.
- April 30: Deadline for nominations for promotion to associate professor. Committee informs candidates and their chairs/deans; candidates may decline. Candidates, if they accept nomination, are asked to submit an up-to-date resume, a self-assessment based on the Criteria for Promotion and the Qualifications for Rank, an official transcript indicating conferral of highest degree, the names of three PLU referees outside their department, the names of three off-campus referees, and other material they consider relevant. The provost opens a promotion file, including student evaluation summaries, periodic reviews by deans/chairs, and other material as requested by the candidate.
- May 10: Committee meets—with candidates, and separately with their chairs/deans—to clarify procedures, especially the relationship between the tenure and promotion decision-making processes.
- May 30: Candidates submit names and addresses of referees on and off campus.
- June 1: Committee requests recommendations from faculty in candidate’s department/school and from the candidate’s on-campus referees.
- June 10: Committee requests recommendations from off-campus referees.
- Sept. 7: Candidates submit their files.
- Sept. 7: All PLU faculty are sent a list of candidates for promotion to associate professor.
- Sept. 23: Deadline for receipt of promotion recommendations. Committee begins deliberations on each case.
- Nov. 15: Committee completes deliberations and confers with provost.
- Nov. 25: Committee reports its recommendations to the president, candidates, and their chairs and deans.
- Dec. 6: Committee **deliberates requests for reconsideration**, if any.
- Dec. 16: Committee meets with president to discuss its **final** recommendations.

Consideration for Promotion to Professor (adjusted annually)

- Oct. 15: Committee sends notice of November 30 deadline for nominations for promotion to **professor** to all deans and department chairs.
- Nov. 1: Committee sends notice of November 30th deadline for nominations for promotion to **professor** to all faculty.
- Dec. 3: Deadline for nominations for promotion to **professor**. Committee informs candidates and their chairs/deans; candidates may decline. Candidates, if they accept nomination, are asked to submit an up-to-date resume, a self-assessment statement based on the Criteria for Promotion and the Qualifications for Rank, the names of three PLU referees outside their department, the names of three off-campus referees, and other material they consider relevant. The provost opens a promotion file, including student evaluation summaries, periodic reviews by deans/chairs, and other material as requested by the candidate.
- Dec. 10: Committee meets with candidates (and separately with their chairs/deans) to clarify procedures.
- Dec. 15: Committee receives names of referees from candidates.
- Dec. 17: All PLU faculty are sent the list of candidates for promotion to **professor**.

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- Dec. 18: Committee sends requests for recommendations to on-campus referees and to all faculty in the candidate's department/school.
- Dec. 21: Committee sends requests for recommendations to all off-campus referees.
- Feb. 08: Deadline for promotion file to be complete. Committee checks for completeness and informs candidates of missing documents they should submit.
- Feb. 08: Deadline for receipt of promotion recommendations. **Committee begins deliberations on each case.**
- Mar. 26:** Committee completes deliberations and confers with Provost.
- Apr. 3: Committee reports its recommendations to the president, candidates, and their chairs and deans.
- Apr. 17:** **Committee deliberates requests for consideration, if any.**
- Apr. 30: **Committee meets with president to discuss its final recommendations.**

Consideration of Non-Retention

- Dec. 1: Committee receives from provost names and rationale for non-retention of second-year faculty.
- Dec. 10: Committee sends to provost its recommendations on non-retention of second-year faculty.
- Feb. 15: Committee receives from provost names and rationale for non-retention of first-year faculty.
- Feb. 25: Committee sends to provost its recommendations on non-retention of first-year faculty.
- Mar. 1: Committee receives from provost names and rationale for all terminal contracts.
- Mar. 10: Committee sends to provost its recommendations on terminal contracts.

F. TENURE AND PROMOTION CRITERIA

Those preparing written evaluations of faculty members being considered for tenure or promotion are urged to read carefully the general policies, criteria, and qualifications set forth in the Faculty Bylaws, Article V, Section 1b. It is understood that any existing departmental or school guidelines that are on file with the committee and are consistent with the Faculty Constitution and Bylaws will also be considered. Qualitative judgments should be supported by specific discussion and documentation wherever possible.

RECRUITMENT AND SELECTION OF NEW FACULTY

The provost's office publishes guidelines for the recruitment and selection of new faculty. The guidelines are a digest of prevailing practices by the academic units of Pacific Lutheran University, and they include certain mandatory provisions. They are intended to provide guidance for unit heads (both the chairs of departments and the deans of divisions and schools) and faculty search committees in carrying out successful and orderly faculty recruitment and selection. The guidelines are reviewed annually, and are available on-line (Provost's web-site and Human Resources web-site).

The deans are responsible for implementing these policies and for overseeing effective and timely hiring processes. The university is dedicated to having a diverse, representative, and committed faculty. Special attention will be given to identifying and attracting qualified underrepresented candidates and individuals whose goals, objectives, and academic philosophy are compatible with those of the university. Compliance with federal regulations and PLU policy is obligatory throughout.

REDUCTION AND REALLOCATION OF FACULTY POSITIONS

A. Purpose. The rules and procedures set forth herein are intended to achieve the following ends:

1. To establish and maintain orderly procedures for reduction or reallocation of faculty among various academic units or sub-units if or when the university is faced with financial exigencies or extraordinary circumstances.
2. To provide members of the university faculty with an opportunity to participate in decisions relating to reduction/reallocation in force. (See Sections C and E.)

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