



# Policies & Procedures

<b>Title</b>	<b>Faculty Appointment, Promotion, and Tenure</b>
<b>Procedure Number</b>	C2.2.68.1(1)
<b>Parent Policy</b>	<a href="#">C2.2.68.1 - Faculty Appointments, Promotion, and Tenure</a>
<b>Responsible Department</b>	College of Osteopathic Medicine of the Pacific
<b>Policy Owner</b>	May, James F
<b>Designation</b>	Prof of Anatomy
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<b>Effective Date</b>	07/15/2005
<b>Next Review Date</b>	06/30/2007
<b>Review History</b>	
<b>Overview</b>	<p>These procedures apply to the University Faculty Handbook III and the COMP Faculty Handbook Section III, A &amp; B. Initial appointments are made to the following academic ranks: Instructor, Assistant Professor, Associate Professor, and Professor. (see University Faculty Handbook, III. B)</p> <p>A faculty member having academic tenure will have a continuous appointment with the University that may be terminated only for "adequate cause" (see University Faculty Handbook III, J). Tenure may be conferred at any academic rank above the instructor level.</p> <p>How a faculty member negotiates regarding how they will expend their efforts for the coming encompass three areas (1) Teaching and Assessment (2) Scholarly Activities (3) Service to the University and the Community (see University Faculty Handbook, III, L.).</p> <p>Annual Performance Evaluation (see University Faculty Handbook III, D. The Chair will take into account relevant information such as personal dialogue with each faculty, classroom or lab observation, peer reviews, student course evaluations, clinical practice and education performance, and supporting documents from the faculty themselves.</p> <p>Post Tenure Review (see University Faculty Handbook III, I. Tenure is not an unconditional guarantee of continual employment. If a continuous pattern of insufficient productivity is seen a post tenure review can be initiated. A clearly defined individual improvement plan will be implemented. Should the desired outcome not be achieved, a careful process can be initiated that could lead to a faculty member being transferred or terminated.</p>

## Process

	Responsible Department:	Action:
1.	Search Committee	Makes recommendations for initial academic rank to the appropriate Chair.
2.	Department Chair	Forwards the recommendation to the Dean of Osteopathic Medicine.
3.	Dean of Osteopathic Medicine of the Pacific	Forwards the recommendation to the Executive Vice President of Academic Affairs, the President and the Board of Trustees for action.
4.	Faculty Member	Negotiates with Dean at time of initial appointment, credit toward promotion based on prior service.
5.	Faculty Member	Applies for promotion by submitting a written request to the Chair of the Promotion and Tenure Committee.
6.	Promotion and Tenure Committee	Evaluates faculty member for tenure.
7.	Faculty Member	Submits pertinent information pertaining to his/her evaluation to the Promotion and Tenure Committee.
8.	Promotion and Tenure Committee	Gives results of its deliberations in writing to the Dean of Osteopathic Medicine along with notification to the Executive Vice President of Academic Affairs.
9.	Executive Vice President of Academic Affairs	Notifies the faculty member in writing of the final decision.
10.	Department Chair or Dean	May initiate a formal post-tenure review when a continuing pattern of insufficient productivity is seen.
11.	Promotion and Tenure Committee	Working in concert with the Dean or department chair meets with the faculty member to address the evidences of laxness. These meetings will result in a clearly defined individual improvement plan. Should the desired outcome not be achieved, a careful process can be initiated that could lead to the faculty member being transferred or terminated.
12.	Faculty Member	Gives written notice of their intentions to retire to their chair.
13.	Department Chair	May recommend to the Promotion and Tenure Committee that Emeritus status be granted upon retirement following a notable career.

14.	Promotion and Tenure Committee	If approved, forwards recommendations to the Dean and thus to the Board.
15.	COMP Clinical Chair (whose specialty is most closely aligned with that of the appointee)	Makes a recommendation for the appointments for the clinical adjunct faculty.
17.	Dean of the College of Osteopathic Medicine of the Pacific	Approves clinical adjunct faculty appointments.

**Related Procedure Information**

Status Approved

**Related Policies:**

C2.2.68.1 [Faculty Appointments, Promotion, and Tenure](#)

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Owner

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Title

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Date

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Dean/Director

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Title

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Date