

**National-Louis University
Faculty Policy****National Louis University Policy On Faculty Promotion and/or Tenure Appeals
FP: 112 (090194)****Approved: Faculty Senate****Date: 1993****Approved: Board of Trustees****Date: 1993****Revised: Faculty Association****Date: June 4, 2021****Revision Approved: Board of Trustees****Date: June 16, 2021****EFFECTIVE DATE: September 1, 2021****Introduction**

The Promotion and Tenure Appeals Committee ("Committee") will hear appeals limited to whether or not there were procedural errors in the application of National Louis University's promotion and/or tenure policy or standards. The Committee is not to re-examine the merit of a candidate's promotion or tenure application.

Notice of Intent to Appeal

Faculty who believe that there has been a procedural violation concerning the application of promotion and tenure policies and standards that affect their professional rights or academic performance have the right to appeal such a decision or action. This appeal must be made within 45 business days of recognition of a procedural violation.

Within the 45 business days, each faculty appellant will file a notice of intent to appeal via email with the Provost and the current Faculty Senate Chair.

Such notice of intent to appeal shall contain the following information:

- a) Name of the faculty initiating the appeal and current position within the University;
- b) Description of the alleged procedural violation(s) concerning the application of promotion and tenure policies and standards;

Makeup of the Promotion and Tenure Appeals Committee

The Committee will be convened at the time a faculty appeal is filed. The Committee will be chaired and convened by the most recent past Faculty Senate Chair who is available to serve in the role. This person will serve as a non-voting facilitator for the appeals process except in cases of a tie vote on the Committee. The Chair will be responsible for identifying the other members of the committee and for ensuring that proper procedures for the appeal are communicated and followed.

In addition to the Chair, the committee makeup will consist of the following:

- If the appeal is for denial of tenure, then the committee will be composed of at least one representative from each college/school & the University Library who has been through the promotion process, including at least two tenured faculty members. If a college does not have faculty that meet this criteria, then a representative with the nearest qualifications, such as the faculty member with the longest tenure at NLU, should serve.
- If the appeal is for denial of promotion, then the committee will be composed of at least one representative from each college/school and the University Library who has been through the promotion process. If a college does not have faculty that meet this criteria, then a representative with the nearest qualifications, such as the faculty member with the longest tenure at NLU, should serve.

Each college Dean will be responsible for presenting a slate of individuals during the general elections that will result in a one-year pool of qualified individuals who meet the criteria above and are not currently serving on either the college, University Library, or Institution Promotion and Tenure Committees to serve on the Committee in case of an appeal.

Each college faculty and the University Library faculty will vote for three representatives. In the event that the committee must be convened, the Chair will select by lot one individual from each faculty to serve. In the case of a tie vote, the Chair will cast the deciding final vote.

The faculty member making the appeal may select an individual from within the University to serve as a support to the faculty member filing the appeal. This individual may attend by invitation of the faculty member making the appeal in the Committee meetings.

The Committee Chair is responsible for maintaining written records of the proceedings; ensuring confidentiality of the process; and communicating beyond the boundaries of the Committee. All formal communication, both written and oral, must come through the Chair.

Responsibilities of the Promotion and Tenure Appeals Committee

Within ten (10) business days after the filing of a notice of Intent to Appeal, the Committee shall meet to initiate:

1. Scheduling a hearing;
2. Requesting individual information from involved parties;
3. Clarifying the application of policies and procedures throughout the process with the relevant Promotion and Tenure Committee/s and/or the Provost Office

The faculty member making the appeal will have a full opportunity to present their position during the hearing. The proceedings conducted by the Committee will be informal and confidential.

Notification of Final Decision

The Committee shall complete its deliberations and send a written recommendation and the reasons for the recommendation via email to the Provost, the individual who initiated the appeal, and the committee or individual whose action or decision was appealed no later than 45 days after the appeal was filed or the June board meeting (whichever comes first) in the same academic year as the decision. The Chair of the Faculty Senate will be notified when the Committee has finished its work.

The Provost will review the Committee's recommendation and reasons, prepare their own recommendation and forward both recommendations to the President within seven (7) business days.

The President shall have the final authority to confirm or reject the recommendations of the Provost and the Committee. Such confirmation or rejection along with rationale for the decision will be sent via email within seven (7) business days to the individual who initiated the appeal, the Provost, and the Committee. The Chair of the Faculty Senate will be notified when the decision is made.