

**Promotions Committee – Proposed Guidelines for Early Application for Promotion in Rank  
September 2024**

**Faculty Senate Charge**

Per Provost request, UPC will review the current policies on Tenure and Promotion in the Faculty Handbook and craft specific recommendations for situations (if any) in which a faculty member can apply for early promotion.

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**PROPOSED:**

**Guidelines to Request Early Application for Promotion**

A faculty member may choose to seek approval to apply early for promotion to the next rank (e.g., from Assistant to Associate Professor or Associate to Professor). To meet approval for early application for promotion, a faculty member should consult the Chair/Director of their department/school and receive formal written approval from

1. A majority of the department/school Tenure and Promotion Committee
2. The Chair/Director of the department/school, and
3. The Dean of the school/college

Letters from each of the above three entities should be sent to the Provost, who makes the final decision about whether the Faculty member may apply for promotion early. The Provost will take these letters into consideration when making a decision about early promotion and notify the faculty member by **mid-summer of the faculty member's year of eligibility** whether they are able to apply early for promotion.

Early promotion should occur rarely, limited to cases where a faculty member has produced extraordinary work or requires promotion to fulfill an urgent need.

**Suggested location in current faculty handbook T & P section/Chapter 2, insert p. 26/33.**

**AFTER** Section titled, *Procedures for Promotion to Faculty*

**BEFORE** Section titled, *Procedures for Faculty Appeals in Matters of Promotion and Tenure*