Appendix C: Approval Process for Academic Promotions and Appointments

The table below summarizes the approvals required for all promotions and appointment, for all personnel covered in this handbook.

Approvals During Formal Review Stage for Promotions and Appointments

Action	School Council	Academic Council	Executive Committee of the Corporation
Tenure (all levels) [1]	Yes	Yes	Approval [1]
All Institute Professors (or other special professorial appointments)		Yes	Approval
Full Professor appointment	Yes	Yes	Approval [1]
Full Professor promotion [1]	Yes	Yes	Information [1]
Associate Professor appointment/promotion with tenure [1]	Yes	Yes	Approval [1]
Associate Professor appointment without tenure	Yes	Yes	Information
Associate Professor promotion without tenure [1]	Yes	Yes	Information [1]
Assistant Professor	Yes	No	Information
Appointment to Named Chair	No	No	No
Adjunct Professor and Professor of the Practice [2]	Yes	Yes [2]	Information [1]
Adjunct Associate Professor and Associate Professor of the Practice [2]	Yes	Yes [2]	Information [1]
Visiting Professor	No	No	No
Visiting Associate Professor, or Visiting Assistant Professor	No	No	No
Senior Research Scientist, Engineer, or Associate [3]	Yes	Yes	Information [3]
Principal Research Scientist, or Associate	Yes [5]	No	No
Research Scientist	No	No	No
Research Specialist and Technical Assistant	No	No	No
Senior Lecturer	Yes [5]	No	No
Lecturer	No	No	No
Department Head [4]	No	No	Information
Lab/Center Director [4]	No	No	Information
Deputy Dean or Associate Dean [4]	No	No	Information

[1] The President's Office notifies Human Resources of internal faculty promotions and tenure awards that are effective July 1. Compensation includes them in the faculty annual salary review, and HRIS generates congratulatory letters from the President and/or Dean. The only exception to this is promotion/tenure cases heard after the Faculty ASR has been activated (typically in the first half of May). Departments will be notified that they must submit paperwork for these late cases, as well as any others with a non-7/1 effective date, to the Service Center. The President's Office notifies Human Resources by sending the following information:
A list of all cases in promotion binders immediately after February Executive Committee meeting.
A list of all cases in tenure binders to immediately after May Executive Committee meeting.
A list of all cases approved after May Executive Committee meeting.

[2] Initial appointments must be approved by Academic Council and sent with summary sheets to the Executive Committee for information. The initial renewal (and subsequent odd-numbered renewals) must be approved at the School Council level and forwarded to the Provost for information, but the second renewal (and subsequent even-numbered renewals, if allowable) must follow the procedures for an initial appointment.

[3] There is no formal group discussion by Academic Council members for these cases. Each member individually reviews the case and submits their recommendations to The Faculty Governance Administrator (Office of the President) via email. A list of the recommendations is sent to the President and Provost for their final approval of the results.

[4] The Dean's Office submits a case summary sheet to Human Resources to be included in HR's bi-annual report to the Executive Committee.

[5] Initial appointments must be approved by School Council. An initial renewal (and subsequent odd-numbered renewals) are subject to department review only, but the second renewal (and subsequent even-numbered renewals) must be approved by School Council.

NOTE: The Faculty Governance Administrator manages all cases presented to Academic Council and provides summary sheets to the Executive Committee of the Corporation.