

Promotion Review for Incoming Administrators with Faculty Appointments in the Midst of the Promotion Process at their Current Institution

Expedited Process

Rationale for a new approach

At present, when a new administrator is hired at UVM, they must enter at the rank they hold at their current institution. At times, the recruitment of these leadership administrators occurs in conjunction with the faculty member being in the midst of promotion process at their current institution. In addition, these specific incoming leadership administrator positions require multiple, parallel administrative processes (e.g., tenure review, appointment authorization, Vermont medical license/credentialing, etc.) that need to occur on a short timeline.

This policy puts the candidate in an awkward position, as they must decide whether to accept the job and relocate to Burlington while losing the opportunity for their current promotion process to come to fruition. What is more, preparation for a full review in a new format might be seen as burdensome and redundant. The expedited review process proposed here would: a) allow the promotion decision to be made before an offer is extended, rather than after the fact; b) rely on comprehensive and available materials including their dossier/promotion package from home institution supplemented with materials submitted as part of the hiring process; and c) provide the department, unit Faculty Standards Committee, and Senate Professional Standards Committee the opportunity to offer input to the Provost on the promotion suitability of the applicants.

To whom does this proposed expedited process apply?

The expedited process proposed here would apply only to administrators who (*all three must apply*):

- have already submitted a dossier for Promotion process at current home academic institution
- already hold the rank of Associate Professor at a comparable academic institution as determined by the Dean of The Robert Larner, M.D. College of Medicine
- will hold a joint, primary academic, administrative leadership position (e.g., department chair) and secondary faculty appointment in an academic department at The Robert Larner, M.D. College of Medicine at The University of Vermont

If either of the first two are not the case, the standard promotion review process will be deployed. If the third is not the case, the promotion question is irrelevant.

What does the proposed expedited process entail?

The salient points of the proposed new process are as follows:

- For proposed new administrators, review for promotion to full professor rank will occur after finalists have been identified but before a position is offered.
- The finalist will be reviewed in the prospective home department's RPT committee, by the unit's Faculty Standards Committee, and by the Faculty Senate Professional Standards Committee. Reviews at all levels will be concurrent.
- Candidates will be reviewed on the basis of documents already submitted as part of the search process, including, but not limited to, the candidate's CV, letters of support, search firm reference checks, documentation of teaching effectiveness, and letter from the search committee chair as well as their promotion dossier (including external arm's length letters) prepared at the outgoing institution. These materials will be reviewed following standard committee guidelines and will specifically be reviewed using the respective promotion criteria as outlined in the LCOM Faculty Handbook and Standards & Guidelines.
- The review will focus solely on the candidates' acceptability for promotion under UVM and relevant academic unit guidelines.

University Level Review:

- At the same time as the above-listed materials are sent to the Department and FSC, the Unit Dean forwards the above finalists' material and the corresponding RPT guidelines to the Vice Provost for Faculty Affairs (VPFA)
- The VPFA charges the Professional Standards Committee (PSC) review by posting the received material on the secure SharePoint site and notifying, within one business day, the PSC Chair, who then facilitates the PSC review
- The Unit Dean sends the VPFA, no later than the end of the 4th business day, the votes and recommendations of the Department and FSC, as well as the recommendations from the Chair and the Dean.
- The PSC Chair submits the PSC votes and any comments on each candidate to the VPFA regarding candidates' acceptability for promotion under UVM and relevant academic unit guidelines by the 8th day of review.
- The VPFA collates reports and votes from Departments, FSC, Dean, and PSC review and makes recommendations to the Provost.
- **The review will be on an expedited timeline, to be completed over the course of ten business days.**

Reviewed and Approved by the Faculty Senate Executive Committee on December 11, 2024