

Jacobs School of Medicine and Biomedical Sciences

Faculty Promotions Quick Reference

Department Vote Eligibility and Guidelines

Only faculty at or above the rank under consideration may vote

Promotion to tenured Associate Professor: only tenured Associate Professors and/or tenured Professors vote

Promotion to tenured Professors: Only tenured Professors vote

For non-tenure track actions all faculty (tenure or non-tenure) at or above the relevant rank may vote.

New, unconfirmed faculty cannot vote until their own appointment is approved

Faculty at same level or below as candidate may provide input but they cannot vote

Votes should be done by closed ballot and final vote should be recorded

At least 3 votes are needed

If department has insufficient eligible voters (<3 in department) the Senior Associate Dean for Faculty Affairs forms an ad hoc committee of appropriate-rank faculty (in-department and related disciplines).

Chair must be at or above the rank under consideration to give a recommendation on promotion and/or tenure

If chair is below the relevant rank they may write the Chair's letter summarizing the case/faculty views but cannot vote or give an independent recommendation

Alternatively, a same/higher-rank faculty member can serve as ad hoc Chair

In the case of a Chair being considered for promotion, the Senior Associate Dean for Faculty Affairs will identify and recruit an ad-hoc Chair for the purpose of the promotion vote and chair letter.