University of Pittsburgh
Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Promotion and Conferral of Tenure

Date Effective	April 2016
Program Level	General

POLICY:

Faculty will be reviewed by two committees (department and school) when the recommendation is for the promotion to Associate Professor or Professor and/or for conferral of tenure. (Refer to School of Nursing Bylaws Article VI. Section 3, E2 for the two committees.)

Faculty will be reviewed by the Appointment, Reappointment, Promotion and Tenure (ARPT) Committee, when the recommendation is for promotion to Assistant Professor. (Refer to School of Nursing Bylaws Article VI. Section 3,E2.)

All other promotion decisions will be made by the dean, with recommendation from the department chair.

PROCEDURE:

Any faculty member has the right to initiate the process for promotion review. Faculty who are coming up for promotion will be notified by May 1st. They will be given notification by their department chairs of the date their materials must be prepared for submission and guidance regarding the materials necessary, as well as the style, format, and presentation of materials.

The following materials are necessary prior to the review by the promotion committees:

1. Updated curriculum vitae prepared according to the School of Nursing approved format, which includes evidence of research and publications in refereed journals and incorporates recommendations from the Provost's guidelines of January 1998.
2.
    a. Self-evaluation, including short and long term goals, from the time of

appointment to the current rank.
    b. Brief career synopsis
    c. Evaluation of teaching by students
    d. Teaching dossier
    e. Evaluation by the faculty member's department chair for the same period of time as the selfevaluation, to be submitted after review by the department committee.
3. Refereed letters
   The dean will request letters of support from suggestions given by the candidate, from suggestions from other faculty members, and from nationally recognized individuals who are familiar with the candidate's area of expertise. The letters will include a question as to whether or not the candidate would be recommended for promotion and/or tenure at the referee's own institution. Refer to the Provost's guidelines of January 1998 for details.
4. In addition to items 1, 2 & 3, documents to be reviewed by the two committees should include:
    a. Copies of 3 published articles and articles accepted for publication, abstract pages of funded or submitted research proposals and copies of published book chapters and books.
    b. Copies of teaching material
    c. Any other documentation to support excellence in teaching, clinical practice, scholarship and service

Materials necessary for the promotion of an Associate Professor to Professor are the same materials as required for promotion to Associate Professor, except the self-evaluation and evaluation from the faculty member's department chair should only cover the period of time since the individual's promotion to an Associate Professor.

Additional information, including the timetable to be followed can be found in the Supplemental Procedure for Review, available in the faculty member's department.

APPROVAL & REVISION HISTORY

Approved by Faculty 1/90, 5/95, 4/00, 3/13
Revised 3/98, 00/01, 03/13
Reviewed: 03/13, 10/22