

decisions shall be agreed to in writing by the appointee, the department chair, and the dean.

- (4) In addition to the requirements of paragraph (A), this

excellence in teaching. In addition, the candidate shall have an outstanding record as a scholar or shall demonstrate sustained outstanding intellectual leadership as a practitioner in the field. Evidence of reputation in the discipline or a related discipline beyond the local community is required. In addition, the candidate shall demonstrate documented university, professional and/or community service. Only in rare cases may promotion to professor occur before the beginning of the fourth year in rank as associate professor. In rare instances, promotion to professor may be based in significant part upon sustained and generally acclaimed leadership in the realization of the mission of the university.

- (5) Outstanding intellectual leadership means the attainment of a position of prominence in the field, demonstrated by

Administrative Code) or university peer review committee. In cases where a chair is selected from outside the university, the chair's appointment to the departmental faculty shall follow the above delineated procedures, however, the chairperson of the selection committee (search advisory committee) ~~see~~ paragraph (A)(4) of rule 3344-1-07 of the Administrative Code) shall perform the

procedures for appointment to each such department, college, or academic unit.

- (3) Members of the faculty may be selected for and removed from the faculty of the college of graduate studies according to the procedures established in the bylaws of the Cleveland state university faculty organization (see rule 3344-13-01 of the Administrative Code) and the bylaws of the college of graduate studies (see rule 3344-14-01 of the Administrative Code). Such selections shall not be considered to be joint appointments.

(C) Conditions of appointment

Appointments to the faculty shall be either with tenure or subject to a probationary period, both as provided in these policies (see paragraph (D)(1) of this rule). Contracts accompanying appointment shall stipulate the following conditions: rank, tenure status, salary, pay periods, and if the appointment is without tenure, the length of the probationary period specifying the latest date by which a tenure decision will be made. Absence of a statement with respect to tenure status shall not be construed as the granting of tenure. Subject to the limitations hereinafter set forth, a contract may specify that successive contracts shall be offered to the faculty member.

- (1) Instructor An instructor shall be offered a contract for one academic year, subject to dismissal pursuant to paragraph (D)(1) of this rule and paragraphs (A) to (D) of rule 3344-11-06 of the Administrative Code, and may be offered not more than three subsequent contracts in the rank of instructor. An offer of a contract for a fourth year as an instructor shall be accompanied by notice of termination (see paragraph (E)(6) of this rule).
- (2) Assistant professor An assistant professor shall be offered a contract for one academic year, subject to dismissal, pursuant to paragraph (D)(1) of this rule and paragraphs (A) to (D) of rule 3344-11-06 of the Administrative Code, and may be offered subsequent annual contracts. Except as stipulated in paragraph (D)(1) of this rule, however, the

probationary period except that the faculty member may choose not to count up to two years of such service. At the time of moving to the assistant professor rank, the faculty member wishing not to count such service shall inform the dean (and, if relevant, the department chair/school director) in writing.

- (c) A faculty member whose original appointment was as instructor or assistant professor may submit a request to the department chair and/or dean for an extension of the probationary period due to exigent

also have the prerogative to refer any other dossier to the relevant committee.

(3) Tenure without promotion. The awarding of tenure to a faculty member already holding the rank of professor or associate professor is based on evidence that the candidate has continued to maintain the standards for academic rank outlined in paragraph (A)(4) or paragraph (A)(4) of this rule as appropriate.

(E) Continuation or termination of non-tenured appointment

Subject to the limitations of paragraph (C) of this rule, a faculty

one of the faculty committees which have considered the case. If the provost declines to support a candidate having uniformly favorable recommendations, the provost shall refer the reasons to the university personnel committee. The university personnel committee shall provide the candidate with these reasons and solicit the candidate's response. The university personnel committee shall then advise the provost concerning the faculty member's candidacy.

- (j) On or before April fifteenth, every candidate shall be notified of the decision with respect to their promotion and/or tenure by appropriate administrative officials.
- (G) Notification, hearing, joint appointments, divided recommendations
- (1) It is the responsibility of each participant in the promotion/tenure process to consider the qualifications of each candidate and in comparison to appropriate departmental, college, and university standards. The candidate should receive notification as to the positive or negative nature of the recommendations of the departmental peer review committee (or personnel action committee), the chairperson, and/or the dean concomitantly with the forwarding of these recommendations to the appropriate university officer.
 - (2) A candidate who believes that the denial of promotion and/or tenure in their case was: arbitrary, discriminatory, or based on an inadequate consideration of their qualifications in violation or disregard of the established standards for promotion or tenure; or in violation of their academic freedom, may request a hearing after January fifteenth from the formal hearing committee as provided in the bylaws of the faculty senate. In such hearings the burden of proof rests on the faculty member. The formal hearing committee shall forward its report and recommendations to the provost.

- (3) Special provisions for joint appointments. In cases of joint appointments, the department, college, or academic unit with primary responsibility (see paragraph (G) of ~~the~~ 3344-11-02 of the Administrative Code), shall, after consultation with the other concerned academic division(s), make the nomination for promotion and/or tenure.
- (4) In the case of disagreements in the recommendations forwarded to the provost by the peer review committee (or the personnel action committee), the department chairperson, a college peer review committee, and/or the college dean, the provost will forward the candidate's dossier together with all recommendations to the university personnel committee or the university peer review committee. It is the committee's function to study the dossier and to recommend a course of action to the provost. The committee's recommendation must be submitted to the provost within the time constraints the provost specifies.

Standards and procedure for faculty appointments
 Policy Name: continuation, promotion and tenure (non bargaining unit members only).

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