

American University

Tenure, Promotion, and Reappointment Guidelines Updates

Resource 2

SUGGESTED PROCESS

This resource provides a rough outline of the suggested process for updating guidelines.

1. **Guideline Committee:** Academic units will establish TPR guidelines committees by the start of Fall semester 2021 to update both term and tenure-line faculty guidelines. Demographic diversity is important on committees, as is appropriate term faculty involvement (according to unit bylaws) and representation of heterogeneous fields, sub-fields, and cross-disciplinary teaching and scholarship.
2. **Diversity Facilitator:** Each School/College is encouraged to appoint one or more faculty members as facilitators to work with TPR guideline committees to stimulate discussion, provide resources, and ask key questions. Individuals who might be tapped for these roles include DEI fellows, inclusion officers, members of the Faculty Senate Committee on DEI, and/or members of the Equity Task Force. The Dean of Faculty's (DOF) Office will work with CTRL, the President's Council and Diversity and Inclusion, and others to convene the facilitators during AY 2021-22 to cross-pollinate ideas, share challenges, and nurture a campus-wide community of practice.
3. **Faculty Consultation:** Academic units may wish to consult widely with faculty about priorities and values as well as specific proposed changes.
4. **Submission Schedule:** See separate document on website.
5. **CFA Review:** The Faculty Senate Committee on Faculty Actions (CFA) is charged with reviewing each academic unit's updated TPR Guidelines and, where needed, asking for additional revisions.
 - Normally, guideline reviews are conducted on a five-year cycle, with each unit updated and reviewed every five years. Given that the current update initiative calls for reviewing all academic units across the university in one year, the CFA might receive assistance with DEI-related reviews from a sister Senate committee (standing or ad hoc): that idea is under consideration. Academic units will be informed of any updates to the process.
 - Once its review is completed, the CFA will forward the unit's updated guidelines to the DOF with a recommendation.
6. **DOF Approval:** The Dean of Faculty's Office will review/approve guidelines on a rolling basis following CFA review.