

I-39
ASSISTANT PROFESSOR & ASSISTANT TEACHING
PROFESSOR TERMINAL APPOINTMENTS
AND DECISIONS TO DENY PROMOTION
(Revised 4/24)

A proposal not to reappoint an Assistant Professor/Assistant Teaching Professor may originate with the Department Chairperson as a result of departmental review during the consideration of reappointment. In this event, the case shall be reviewed in accordance with the provisions of APM 220-82 and 220-84.

In any case in which non-reappointment of an Assistant Professor/Assistant Teaching Professor is considered, there shall be review by the Committee on Academic Personnel. An ad hoc committee shall also be appointed by the Associate Vice Chancellor for Academic Personnel.

During a review of a reappointment, a formal appraisal, or a promotion of an Assistant or Assistant Teaching Professor, if the Chancellor's (or designee's) preliminary assessment is to make a terminal appointment or to deny promotion the Department Chair and the candidate shall be notified of this in writing by the Chancellor (or designee). The candidate also shall be notified of the opportunity to request access to the records placed in the personnel review file subsequent to the departmental review in accordance with APM - 160-20 c. When the candidate is provided copies of such records, copies shall also be provided to the Department Chair. Copies of such records will also be provided to the Dean if the materials are used or referred to in the response of the candidate or Chair. The candidate and the Chair, after appropriate consultation within the department, shall then have the opportunity to respond in writing and to provide additional information and documentation. The candidate may respond either through the Department Chair or directly to the Chancellor (or designee). This response must be submitted within 10 working days of the date the candidate receives the reviewing agency reports. The personnel review file, as augmented by the added material, shall then be considered in any stage of the review process as designated by the Chancellor (or designee) before a final decision by the Chancellor is reached. The Chancellor's final decision to make a terminal appointment or to deny promotion requires the appropriate preliminary assessment notification process and opportunity to respond.

In accordance with APM 220-80 i after the final decision, the candidate may request a copy of non-confidential documents and a redacted copy of confidential documents. Such requests should be made to the Associate Vice Chancellor for Academic Personnel.

The above notification procedure provides the opportunity for reconsideration and possible reversal of the preliminary assessment for a terminal appointment or denial of promotion. For this reason, reconsideration of a terminal appointment or denial of promotion will only take place when there is substantial evidence of significant improvement in the faculty member's record of scholarly achievement, particularly with respect to those elements of the record that have been previously identified as areas of weakness. When these conditions are met, a request for reconsideration of a terminal appointment or denial of promotion, justified by a brief review of the new evidence that supports the request, may be submitted by the department, to the Dean of the College/School/Division. If permission is granted by the Dean, the case may be re-submitted for reconsideration; however, this will not extend the terminal appointment end-date. Any such request may include information only through August 30 of the eighth year of service and must be submitted to the Dean's office by the second Monday in November.