



Revisions to HR23 and the Administrative Guidelines (Updated July 1, 2017)

Revisions to the Administrative Guidelines for HR23: Promotion and Tenure Procedures and Regulations are noted below, effective July 1, 2017, for the 2017-2018 academic year:

- **IV.C.1 (Page 14)** – Per approval by the University Faculty Senate and President Eric Barron, the eligibility of who may vote for members of promotion and tenure committees was added.
- **V.E.2 (Page 19)** – Strengthened the fixed-term promotion review levels by including the college peer committee.
- **Appendix B (Pages 32-33)** – The *Timetable for 2017-18 Promotion and Tenure Reviews* has been updated.
- **Appendix C (Pages 34-36)** – Inclusion of the staying of the provisional tenure statement.
 - **Appendix F (Page 39)** – Under *Dossier Dividers and Forms*, it is noted that the *Promotion and Tenure Form* (Page 40) – With the change in the College of Medicine tenure clock, a blank field for the tenure year was added for the user to enter the appropriate year.
 - *Biographical Data for Promotion/Tenure Review* (Page 41) – Added “Division/School” to the “Department” field.
 - The Scholarship of Research and Creative Accomplishments (Page 47) – The bullets on page two of the divider were reordered, and “percent credit” included in the first and second bullets.
 - Service and the Scholarship of Service to the University, Society, and the Profession (Page 48) – Addition of administrative assignments added as item #1 in the first bullet; and “division, school” to item #2.
- **Appendix H (Page 53)** – To reflect the change in position title, “Vice Provost for Faculty Affairs” was updated.
- **Appendix I (Page 55)** – Updated title to “Vice Provost for Faculty Affairs.” Copies of the college and department criteria statements are to be included to provide the subcommittee a better understanding of the expectations of the unit. The department committee letter must include the rank and title of the faculty member.