

Volume A2: Academics	A2.02.2 Promotion, Tenure and Professional Advancement Increase (PAI) for Department Chairs Effective Date: 07/01/24 Last Revised: 03/18/2019	Responsible Office: Academic Affairs
Chapter 02: Faculty		Responsible Officer: Provost

POLICY STATEMENT

Chairs of academic departments will be reviewed for promotion (and tenure, if applicable) and professional advancement increase (PAI) using a process that acknowledges their place as faculty whose primary duty is administrative.

PURPOSE OF THE POLICY

This policy standardizes the process for the promotion (and tenure, if applicable) and professional advancement increase (PAI) for department chairs.

WHO IS AFFECTED BY THIS POLICY

All academic department chairs applying for promotion (and tenure, if applicable) and professional advancement increase are directly affected by this policy. Deans, Department Personnel Committees, the Chairs Personnel Committee, the Provost, and President are indirectly affected by this policy.

DEFINITIONS

Promotion refers to an increase in academic rank. **Professional advancement increase (PAI)** refers to a promotion process for individuals who have met the years of service requirements at the rank of Professor.

REGULATIONS

[Board of Trustees Regulations, Section II. Employees, B. Faculty and Administrative, 3. Administrative Employees with Faculty Rank, e. 1\)-6\)](#)

1. APPLICATIONS FOR PROMOTION

1. A chair shall be eligible for consideration for promotion or PAI if they meet the educational and years of service requirements established by the Board of Trustees (BOT) for tenure for faculty. Department chairs applying for promotion (and tenure, if applicable) or PAI must submit complete portfolios to the Department Personnel Committees (DPC) of their disciplinary departments or units, using the timeframe for faculty promotion and tenure established annually by the Provost/Vice President of Academic Affairs. Portfolios must demonstrate the chair has satisfied the Departmental Application of Criteria (DAC) for the department/program. Although the specific duties of the chair are considered within the category of Teaching and Primary Duties, the chair should include other specific accomplishments and activities in the categories of Research/Creative Activities and Service as appropriate. Specific accomplishments may include activities undertaken or facilitated by the chair that have promoted or advanced teaching, scholarship, and/or service in their departments, units, colleges, university, community and/or profession.
2. Each DPC considers applications for promotion (and tenure, if applicable) or PAI submitted by their department chair based on the evaluation criteria established by the appropriate DAC. The DPC will add its written recommendation with substantiation to the portfolio before submitting the portfolio to the Chairs



Personnel Committee using the same deadline for sending faculty portfolios for promotion and/or tenure or PAI to the department chair.

The Chairs Personnel Committee considers applications for promotion (and tenure, if applicable) or PAI based on the criteria established in each chair's job description. This committee shall be made up of department chairs representing each of the three colleges in the University so that membership is proportionate to the number of departments in each college –

- Three representatives from the College of Arts and Sciences, with one from each area represented in the college:
 - Behavioral and Social Sciences
 - Natural/Physical Sciences and Mathematics/Quantitative Reasoning
 - Humanities and Fine Arts
 - One representative from the College of Business and Technology
 - Two representatives from the College of Education
3. A Chair Personnel Committee (CPC) shall be assembled each Fall, with the deans of the colleges nominating the appropriate number(s) of chairs from their colleges, and members will serve for that academic year. Only tenured chairs who have a minimum of two years of experience as chairs, and are not going up for promotion or PAI in the academic year under consideration, are eligible to serve on the committee. In case of unavailability of an eligible chair from the area/college, a dean may nominate a chair from another area or an associate dean from that college to serve on the CPC. Written recommendations with substantiation from the Chairs Personnel Committee will be added to the portfolio and submitted to the Dean of the respective college using the same deadline for sending faculty portfolios for tenure and/or promotion to the Dean.
 4. The Dean of the respective college reviews the applicants' portfolio as well as the written recommendations of the DPC and the Chairs Personnel Committee. Written recommendations with substantiation by the Dean of the College are added to the portfolios and submitted to the Provost using the same deadline for sending faculty portfolios for tenure and/or promotion to the University Personnel Committee (UPC).
 5. The Provost evaluates the application for promotion (and tenure, if applicable) or PAI by the department chair and accompanying materials and submits their written recommendation with substantiation to the President of the University using the same deadline for sending faculty portfolios from the UPC to the Provost.
 6. The President of the University evaluates the application for promotion or PAI by the department chair, as well as accompanying materials, and renders a decision. In the case of tenure, the President evaluates the application and accompanying materials, and submits a written recommendation to the Board of Trustees.

2 APPLICATIONS FOR TENURE

An untenured chair shall be eligible for consideration for tenure if he/she meets the educational and years of service requirements established by the BOT for all faculty. A chair may not apply for tenure before the sixth probationary year of employment at the University.

A chair may apply up to three years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education toward tenure. A chair bringing in three (3) years of experience, for example, shall be placed in probationary year four at the time of initial appointment. A chair may elect to be placed in a lower-numbered probationary year by written notification to the appropriate Provost/Vice President by the close of the second academic term following their initial appointment.

3 RECONSIDERATION OF NEGATIVE RECOMMENDATIONS

A copy of the written evaluation made at each step of the evaluation process shall be added to the portfolio and shall also be provided to the applicant within three working days of the evaluation. In the event of a negative recommendation by the Department Personnel Committee, the Chairs Personnel Committee or the Dean, the applicant may submit a written request with documentation for reconsideration within five working days of receipt of the negative recommendation. The request shall be granted, and the Department Personnel Committee, Chairs Personnel Committee or Dean shall provide a copy of the promotion (and tenure, if



applicable) reconsideration, with supporting reasons based on the DAC and chair's job description, to the applicant within ten working days. All written reconsiderations and substantiations are also added to the portfolio and submitted to the applicant as well as the next level of evaluation within ten working days. Within two working days of receipt of the result of reconsideration, the applicant may withdraw their application for consideration for promotion by written notification to the Dean.

4. SALARY INCREASES

Increases in salary for promotions or PAI of chairs will be at least commensurate with the increments afforded faculty members, will be the same for all chairs, and will be determined by the President in consultation with the Provost.

AUTHOR REFERENCE

Memorandum to University President from Members of the Chairs and Coordinators Forum, June 10, 2011

HISTORY

03/18/2019 – Revised for contact information; history log, addition of regulation section referencing BoT regulations.

Formerly A2.02.2 Promotion and Tenure of Department Chairs, effective 08/27/2013

08/27/2013 – Revised; revised policy code number

Formerly A2.02.2 Promotion and Tenure of Department Chairs, effective 03/08/2012

Formerly Administrative Memorandum No. 12 – Promotion and Tenure for Department Chairs, effective dated 03/01/1995

Conforms to Regulations of the Board of Trustees, pp. 22-25, April 7, 1998

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
<i>Provost/Vice President for Academic Affairs</i>	<i>(773) 442-5919</i>	<i>r-shaynecofer@niu.edu</i>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.