



**Promotion and Tenure Procedures for Non-Mandated Review  
for schools who do not have enough faculty to vote in a P&T Case**

**Note: This document is not intended to replace PS 36T, only to serve as a guide for candidates, unit leaders, and college.**

1. Faculty member requests non-mandated review to unit leader (please refer to PS 36T regarding timing of review and statement on early reviews).
2. If ad hoc review committee members in addition to faculty in the department are needed or desired, the unit leader sends recommendations of faculty members to serve on the committee to the dean, who then considers the recommendations and sends recommended names to the provost for consideration (p. 15 in PS 36T). The candidate can also suggest names for consideration to the unit leader who consults with the dean on those recommendations. The provost has final approval on members of review committees who are outside the department.
3. The unit leader will make the candidate's materials available to the members of the ad hoc review committee. The chair of the ad hoc committee will establish a date for the committee to consider, discuss and vote on the candidate's materials. The candidate, committee, and unit head must meet within an agreed upon timeline that aligns with the university's timeline
4. The review committee, consisting of at least three members (some of whom may be outside the college, if appropriate) reviews the candidate's materials. According to PS 36T "The review committee will vote and make a recommendation to the unit leader with the vote tally" (p. 39). During deliberations, the unit leader may be consulted for factual information regarding the candidate's case. The review committee votes and then the unit leader decides if candidate's materials should be considered at the dean's level. An appeal to the dean is possible.
5. If the candidate decides to pursue the promotion process, the unit leader—or the ad hoc review committee's designee—will contact and request letters from the external reviewers. Please see page 41 of PS 36T for directions and sample letter.
6. The candidates' materials will then be reviewed by the unit head who makes a recommendation. Those results are then sent to the college and the process then returns to the procedures beginning on page 42 of PS36T.