

Early Application for Promotion to Associate Professor and/or Tenure

Text on criteria from the Regis College Faculty Handbook (RCFH 4.4.2.). Emphasis added.

“Early application requires:

- a. that the faculty member has received **at least two reviews in two separate years by the Committee on Rank and Tenure, the second of which indicates a performance evaluation sufficient to meet the criteria for tenure;**
- b. **consultation with the immediate academic supervisor and the Dean** before the deadline for written notification of the intention to apply early;
- c. submission of **written notification of the intention to apply** by the deadline in section 4.1.2 to the immediate academic supervisor and the Dean; and
- d. **written approval of the immediate academic supervisor and the Dean** to proceed with an early application for tenure by the deadline in section 4.1.2 based on their assessment that it is likely that tenure and promotion would be recommended by the College and granted by the institution.”

(Note that for c. & d.: Simple e-mails from the faculty member saying something similar to “I intend to apply for tenure one-year early” and then the Supervisor and Dean replying something similar to “yes, apply early” would constitute appropriate written notification and approvals.)

Early application process: Assistant Professor without time credited towards tenure/promotion.

1. **LOOK AT THE EVALUATIONS AFTER THE THIRD YEAR.** All tenure-track faculty members undergo yearly reviews by the Supervisor followed by Committee on Rank and Tenure reviews after the first and third years. The faculty member can consider early application after receiving the reviews after the third year (**in the faculty member’s fourth year**).
2. **IF REVIEWS IN FOURTH YEAR ARE VERY POSITIVE, THEN CONSULT WITH SUPERVISOR & DEAN.** If the faculty member received very positive reviews that indicate that the faculty member exceeds the criteria for tenure and/or promotion *and* if the faculty member is interested in applying for tenure and/or promotion early, the faculty member should **consult with the Supervisor and Dean**.
3. **IF SUPERVISOR & DEAN ARE SUPPORTIVE, THEN PROVIDE WRITTEN NOTICE BY APRIL 15.** If the Supervisor and Dean are in agreement, the faculty member must **submit in writing the intention to apply early by April 15 to the Dean and the Supervisor**.
4. **SUPERVISOR & DEAN MUST PROVIDE WRITTEN APPROVAL BY APRIL 30.** The Supervisor and Dean must then **submit in writing their approvals of early application by April 30 to the Dean and the Supervisor** to the faculty member. These approvals will be placed into the faculty member’s Academic Record File.
5. **SUBMIT TENURE APPLICATION TO SUPERVISOR BY SEPT. 21 OF THE FACULTY MEMBER’S FIFTH YEAR.**

Early Application for Tenure: Starting at Regis without credit towards tenure

Tenure-Track Faculty Member (No Credit Towards Tenure, Not Applying Early)					
First Year	Second Year Review by Supervisor, Rank & Tenure, and Dean	Third Year Review by Supervisor	Fourth Year Review by Supervisor & Rank & Tenure	Fifth Year Review by Supervisor	Sixth Year Application for Tenure (& Promotion)
Tenure-Track Faculty Member (No Credit Towards Tenure, Applying Early)					
First Year	Second Year Review by Supervisor, Rank & Tenure, and Dean	Third Year Review by Supervisor	Fourth Year Review by Supervisor & Rank & Tenure *By April 15 Request Early App.	Fifth Year Application for Tenure (& Promotion)	Sixth Year First Year in Tenured Appointment (no review).

Early application process: Assistant Professor with *ONE year credited* towards tenure/promotion.

1. IF REVIEWS IN SECOND YEAR ARE VERY POSITIVE, THEN *REQUEST A COMMITTEE ON RANK AND TENURE REVIEW IN THE THIRD YEAR*. All tenure-track faculty members undergo yearly reviews by the Supervisor followed by Committee on Rank and Tenure reviews after the first and third years, but faculty members can request that the Committee on Rank and Tenure provide a review in any year. The faculty member with a year credited towards tenure who is interested in early application must request a review by the Committee on Rank and Tenure in the third year by early September of the third year.
2. IF REVIEWS ARE VERY POSITIVE IN THE THIRD YEAR, THEN *CONSULT WITH SUPERVISOR & DEAN*. If the faculty member received positive reviews that indicate that the faculty member exceeds the criteria for tenure and/or promotion *and* if the faculty member is interested in applying for tenure and/or promotion early, the faculty member should **consult with the Supervisor and Dean**.
3. IF SUPERVISOR & DEAN ARE SUPPORTIVE, THEN *PROVIDE WRITTEN NOTICE BY APRIL 15*. If the Supervisor and Dean are in agreement, the faculty member must **submit in writing the intention to apply early by April 15 to the Dean and the Supervisor**.
4. *SUPERVISOR & DEAN MUST PROVIDE WRITTEN APPROVAL BY APRIL 30*. The Supervisor and Dean must then **submit in writing their approvals of early application by April 30 to the Dean and the Supervisor** to the faculty member. These approvals will be placed into the faculty member's Academic Record File.
5. *SUBMIT TENURE APPLICATION TO SUPERVISOR BY SEPT. 21 OF THE FACULTY MEMBER'S FOURTH YEAR*.

Early Application for Tenure: Starting at Regis with *one-year credit* towards tenure

Tenure-Track Faculty Member (1 year Credit Towards Tenure, Not Applying Early)					
Credited Year	First Year	Second Year Review by Supervisor, Rank & Tenure, and Dean	Third Year Review by Supervisor	Fourth Year Review by Supervisor & Rank & Tenure	Fifth Year <i>Application for Tenure</i> (& Promotion)
Tenure-Track Faculty Member (1 year Credit Towards Tenure, Applying Early)					
Credited Year	First Year	Second Year Review by Supervisor, Rank & Tenure, and Dean	Third Year Review by Supervisor & *requested review by Rank & Tenure <i>*By April 15 Request Early App.</i>	Fourth Year <i>Application for Tenure</i> (& Promotion)	Fifth Year First Year in Tenured Appointment (no review)

Faculty members with two years credited towards tenure/promotion are not eligible for early application due to the need to receive two full rounds of review to apply early.

Starting at Regis with *two-years credit* towards tenure (no early option)

Tenure-Track Faculty Member (2 years Credit Towards Tenure)					
Credited Year	Credited Year	First Year	Second Year Review by Supervisor, Rank & Tenure, and Dean	Third Year Review by Supervisor	Fourth Year <i>Application for Tenure</i> (& Promotion)