

# ON-CAMPUS MEMO

**From:** Dr. Keith J. Gamble, Chair  
Department of Economics and Finance

**To:** Dr. David Foote, Associate Dean

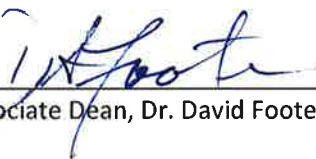
**Date:** August 28, 2018

**Subject:** Economics and Finance Tenure and Promotion Policy

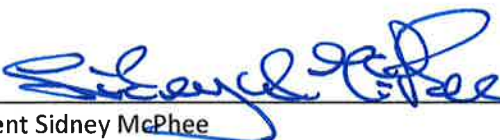
Attached is the Policy for Tenure and Promotion

Approved:

  
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Department Chair, Dr. Keith J. Gamble

  
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Associate Dean, Dr. David Foote

  
\_\_\_\_\_  
Provost Mark Byrnes

  
\_\_\_\_\_  
President Sidney McPhee

Tenure and Promotion Policy  
Department of Economics and Finance

This department policy is meant to supplement, not replace, university and college policies on tenure and promotion. University and college policies take precedence.

**Committee Membership**

All tenured faculty in Economics should serve on the department committee to evaluate candidates for tenure and/or promotion to Associate Professor of Economics. All tenured faculty in Finance should serve on the department committee to evaluate candidates for tenure and/or promotion to Associate Professor of Finance. All Full Professors of Economics should serve on the department committee to evaluate candidates for promotion to Full Professor of Economics. All Full Professors of Finance should serve on the department committee to evaluate candidates for promotion to Full Professor of Finance. The graduate program director in Economics will normally serve as chair of the department committee for Economics. The graduate program director in Finance will normally serve as chair of the department committee for Finance. In the event the graduate program director does not meet the rank requirement for service on the committee, the committee members should elect a committee chair. The department chair does not vote on the department committee.

**Evaluation Process**

Committee members should first do their own independent review of the candidate's application materials prior to the committee meeting to discuss the candidate's application. Committee members who are unable to attend the meeting are eligible to provide feedback and vote in absentia, which should be provided in writing to the committee chair in advance of the meeting. The committee chair should report the final vote tally of the committee in writing along with a brief summary of the reasons committee members expressed for their vote. The committee chair's report should be provided to the candidate and those evaluating the candidate's application in the future.

**Pre-tenure Review**

The department's pre-tenure review will occur normally in Year Three of the probationary period. Depending on years of credit awarded at the time of appointment, it may occur earlier. Because the department's annual renewal process for probationary faculty requires all documentation submitted for pre-tenure review, the renewal review for a faculty member in the pre-tenure review year will serve as the pre-tenure review. It is understood that the renewal/pre-tenure review file will be evaluated and receive a recommendation from the department committee, the department chair, the college committee, and the dean.

This policy was approved by a 25-0 vote in the department meeting on August 24, 2018. It replaces the previous department tenure and promotion policy revised in 2006.