

# COPH Policy on P&T Appeals

University of Arkansas for Medical Sciences

## Fay W. Boozman College of Public Health

### **PURPOSE**

This policy outlines the processes to support appeals from College of Public Health faculty members on negative recommendations for promotion and/or tenure.

### **SCOPE**

All eligible College of Public Health faculty members may utilize the appeals process outlined below.

### **POLICY**

The process and timeline by which a College of Public Health faculty member may apply for promotion or tenure is posted on the college web site. Based on a review of submitted materials, the Appointment, Promotion and Tenure Committee makes a recommendation about promotion and/or tenure to the College of Public Health Dean, who then determines the recommendation and communicates it to the candidate, the department chair, the COPH APT Committee, and the UAMS Provost.

Levels of Appeal: Upon receipt of a negative recommendation communicated from the Dean, there are two available levels of appeal. The levels are:

- Level 1: The appellee is the Dean. If, upon appeal, the Dean's recommendation is negative, the faculty member may then make an appeal to the Provost.
- Level 2: The appellee is the Provost. The decision of the Provost is final.

Making an Appeal at Level 1 (to the Dean):

- The Dean must convey, in writing to the faculty member and send as an email attachment, a succinct summary of the rationale for the negative recommendation. A copy of this document will also be conveyed to the Department Chair, APT Committee Chair, and the Provost.
- After receiving the Dean's summary, the faculty member has five business days to submit a written request to the Dean appealing the recommendation. A copy of the written request will also be submitted to the Department Chair and APT Committee Chair on the same day it is presented to the Dean. Along with the appeal request, the faculty member will submit any additional written materials that are pertinent to the appeal.
- The Dean shall have five business days to review the written materials submitted by the faculty member. The Dean will then submit to the faculty member a letter documenting the recommendation, including a succinct summary of the rationale for the recommendation. A copy of the letter will be delivered to the Department Chair, APT Committee Chair, and the Provost.

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Making an Appeal at Level 2 (to the Provost):

See UAMS Academic Affairs Policy – 2.3.5