

**UNIVERSITY OF DAYTON SCHOOL OF LAW  
PROMOTION, RETENTION, AND TENURE POLICY**

A. INTRODUCTION

1. PURPOSE

This policy establishes the criteria, standards, and procedures to be used in evaluating the teaching, scholarship, and service of all untenured tenure-track faculty members at the University of Dayton School of Law for the purpose of making recommendations to the Dean of the School of Law and to the Provost concerning the retention (contract renewal), promotion, and tenure of such faculty members.

2. APPLICABILITY

This policy, including any amendments to the policy hereinafter adopted, applies to all untenured tenure-track faculty members who sign and execute a tenure-track employment contract with the University of Dayton School of Law after December 1, 2016. Tenure-track faculty members who have not been awarded tenure and who executed a tenure-track employment contract before December 1, 2016, are governed by the terms of the "University of Dayton School of Law Promotion, Retention, and Tenure Policy" approved on November 13, 2008. The terms and conditions of tenure-track appointments are governed by this policy and by generally applicable University-wide policies. In the event of any inconsistency between this policy and a generally applicable University-wide policy, the University-wide policy governs.

The standards and procedures for the promotion, retention, and tenure of tenure-track members of the faculty of the Law Library are governed by the Law Library tenure policy as approved by the Law Library faculty and the University Promotion and Tenure Committee.

3. ACCESS TO PROMOTION, RETENTION, AND TENURE FILE

An untenured tenure-track faculty member will receive a copy of this policy at the time he or she is appointed to a tenure-track position. Further, at all times, a faculty member will have full access to his or her Promotion, Retention, and Tenure (PRT) file.

B. THE TIMING OF THE EVALUATIVE PROCESS

1. PHASES IN THE PROFESSIONAL DEVELOPMENT OF FACULTY MEMBERS

The School of Law recognizes three phases in the professional development of a law-faculty member:

a. "CREDENTIALING PERIOD"

During the credentialing period, the faculty member develops his or her individual abilities and habits as a teacher-scholar and demonstrates himself or herself capable of assuming the role of a faculty member. Upon successfully completing the credentialing period, typically during the fourth year, the faculty member is promoted to Associate Professor.

b. "POST-CREDENTIALING PERIOD"

During the post-credentialing period, the faculty member continues to develop to his or her full potential as a teacher-scholar and becomes a full, contributing member of the Law School, University, and professional communities. Upon successfully completing the post-credentialing period, typically during and no later than the sixth year, the faculty member is awarded tenure and promoted to Professor.

c. "MATURE PERIOD"

The mature period is the balance of a faculty member's career as a member of the faculty of the School of Law. Evaluation during this period is performed by the Dean and any School of Law peer-review process.

2. UNIVERSITY SCHEDULING REQUIREMENTS

In the case of a tenure-track faculty member who joins the faculty with no credit for prior service, the University of Dayton mandates that any positive recommendations for contract renewals or tenure for the tenure-track faculty member be made no later than the dates indicated on the following schedule:

Decision	Date of Decision
Renewal for 2nd year	February 15th of the faculty member=s 1st year of service
Renewal for 3rd year	November 15th of the faculty member=s 2nd year of service
Renewal for 4th year	May 15th of the faculty member=s 2nd year of service
Renewal for 5th year	May 15th of the faculty member=s 3rd year of service
Renewal for 6th year	May 15th of the faculty member=s 4th year of service
Renewal for 7th year	May 15th of the faculty member=s 5th year of service
Tenure	November 15th of the faculty member=s 6th year of service

3. THE SCHOOL OF LAW=S SCHEDULE OF EVALUATION

To coordinate the University's evaluation schedule with the School of Law=s, each faculty member's performance will be evaluated by the PRT Committee (part C-1, below) in the second, third, fifth and sixth years of the faculty member=s service at the School of Law. Evaluations typically will follow this schedule:

Decision	Date of Decision
Contract Renewal for the 4th year	May 15th of the faculty member=s 2nd year of Service
Contract Renewal for the 6th year, Promotion to Associate Professor, & Prognosis for Tenure	May 15th of the faculty member=s 4th year of service
Contract Renewal for the 7th Year	Nov. 15th of the faculty member=s 5th year of service
Tenure & Promotion to Professor	Nov. 15th of the faculty member=s 6th year of service

Each evaluation is referred to by the year in which it is conducted. All other contract renewals during the credentialing period (contract renewals for the 2nd, and 5th years) and during the post-credentialing period (contract renewal after the 6th year) are made by the Dean using self-evaluations completed by the faculty member, any existing PRT Committee report(s), and any additional evaluations or reports that the Dean sees fit to undertake or has undertaken.

#### 4. ADJUSTMENTS TO THE SCHOOL OF LAW'S SCHEDULE OF EVALUATION

The total period of full-time service prior to the awarding of tenure (the probationary period) will not exceed seven years, including all previous full-time service with the rank of Instructor or higher at the School of Law or at another law school except that, for faculty members with prior service at another law school, the probationary period may be extended to as many as four consecutive years at the University of Dayton, even if the total full-time service (at the School of Law and other law schools) thereby exceeds seven years; if the probationary period at the School of Law is to be less than seven years and therefore requires a tenure decision earlier than the fall of the sixth year, the evaluative schedule will be adjusted by changing the date of or deleting one or more reviews required in an earlier year.

The terms of any extension or contraction of the probationary period will be stated in writing at the time of the faculty member's initial appointment. Time spent on leave of absence will not count as probationary period service, unless the faculty member and the University of Dayton agree to the contrary at the time the leave is granted. Tenure typically is not granted before the time specified in this policy.

#### C. COMPOSITION AND DUTIES OF PROMOTION, RETENTION AND TENURE COMMITTEES

1. All tenured faculty members of the School of Law, excluding the Dean of the School of Law, are members of the Promotion, Retention and Tenure Committee (PRT Committee).

2. The PRT Committee shall, in accordance with the criteria, standards, and procedures of this policy, make recommendations to the Dean of the School of Law concerning the retention (contract renewal), promotion, and tenure of each untenured tenure-track faculty member after conducting the following evaluations:

- a. the 2nd year evaluation concerning Contract Renewal for the 4th year;
- b. the 4th year evaluation concerning Contract Renewal for the 6th year, Promotion to Associate Professor, and Prognosis for Tenure;
- c. the 5th year evaluation concerning Contract Renewal for the 7th year; and
- d. the 6th year evaluation concerning Tenure and Promotion to Professor.

#### D. CRITERIA FOR EVALUATION

Faculty members are evaluated on the basis of accomplishment in three areas: teaching, scholarship, and service. The PRT Committee will apply the criteria for all three areas flexibly. Some examples of this flexibility in the application of the criteria include: a faculty member who is assigned or undertakes extensive teaching responsibilities (e.g., course

overloads); a faculty member who undertakes an extraordinary scholarly endeavor; or a faculty member who is assigned time-consuming administrative duties (e.g., Associate Dean or Director of the Law Clinic). In addition, the committee should always seek to identify the different aspects of a faculty member's activities; for example, the presenting of a continuing legal education program might include noteworthy teaching (the actual presentation of the program), scholarship (the preparation and distribution of well researched and insightful written materials), and service (to the University and the School of Law by enhancing its reputation, and to the legal community by enhancing the expertise of the practicing bar).

## 1. TEACHING

Teaching is defined as an activity that imparts substantive information or skills, including critical thinking and writing, to learners, or guides their independent studies. Teaching is usually evaluated by the assessment of teaching activity.

The most important teaching responsibility of faculty members is teaching courses in the Juris Doctor and graduate law programs. The quality of such efforts will be assessed by the viewing of classes (in person or by videorecording) and by reviews of required texts, reading assignments, examination questions, student evaluations, and other relevant indicia of teaching quality. Other important factors in the evaluation of classroom teaching will be the creativeness of the course design and teaching methods employed, the extent and quality of prepared course materials (both primary and supplementary), and the extent of the teacher's preparation efforts (including development of innovative techniques). Quantitative factors, such as the number and diversity of courses, credit hours, and students taught, also are relevant factors in the evaluation of teaching.

Other teaching activities that are appropriate for evaluation include student support activities, such as supervision of independent research projects, and counseling; non-degree teaching, such as short courses, colloquia and moot court team advising; professional education, such as continuing legal education and bar review courses; and other non-legal education, such as teaching in undergraduate or non-law graduate courses or continuing education programs.

In assessing the overall level of an individual's teaching effectiveness, his or her teaching activities will be evaluated in terms of their quality, quantity, and pattern.

## 2. SCHOLARSHIP

Scholarship is defined as an activity that involves thorough investigation of a subject, creative and insightful reflection about it, a material advancement in the knowledge, understanding or conceptualization of it, and high quality explication of it. Although legal scholarship often entails traditional kinds of research and publication, it is not limited to such activities, and, as used in this criterion, the term includes all forms of demonstrable activity within the above definition.

Probably the most common form of scholarship is the sort suitable for publication as treatises and casebooks, or articles, book reviews, notes, and comments in law reviews. Scholarship also includes legal writing suitable for publications other than in law reviews (such as articles, book reviews, notes and comments in non-legal publications, articles in refereed journals, chapters in practitioner manuals, and articles in legal encyclopedias) and materials prepared for other audiences (briefs, pleadings, legal memoranda, bar review and continuing legal education materials, supplementary course materials, draft legislation, and

preparation of bar committee reports). Other demonstrable forms of expression (such as videorecording, professional lectures, panel discussions at professional meetings and professional consulting) will be given recognition as well.

In assessing the overall level of an individual's scholarship, his or her activities will be evaluated in terms of their quality, quantity and pattern.

### 3. SERVICE

Service is defined as activity that advances the purposes and/or quality of the University of Dayton, the School of Law, or the legal profession. Any activity that meets this definition (whether or not specifically enumerated below) is valued. However, to be significant enough to warrant evaluation under this criterion, service should involve the active and substantial participation of the individual. Thus, attendance at professional meetings or membership in bar associations (that is, without participation) is not of sufficient value to the University, the School, or the legal profession to warrant evaluation. The assessment of service generally entails an evaluation of the level of the individual's effort, the results of his or her activity, and the importance of the activity to the University, the School, or the legal profession.

The most common form of service is to the School of Law. Such service includes serving as a full-time administrator, serving as a part-time administrator (such as serving as law review or a moot court advisor, organizing scholarly programs, organizing programs involving outside speakers, preparation of self-studies and other elaborate reports, etc.), sponsoring law school extra-curricular activities and organizations, serving as the chair or as a member of a law school committee, coordinating interdisciplinary programs and projects, and individually developing or implementing administrative or management tools or policies on behalf of the school.

Another common form of service is to the University. Such service includes serving as the school's representative in the Academic Senate, serving as the chair or as a member of a University committee or council, sponsoring University extra-curricular activities or organizations, coordinating interschool programs and projects, and individually developing or implementing administrative or management tools or policies on behalf of the University. Public service also will be considered as University service where it relates to University interests.

Professional service includes actively serving on bar boards, councils, committees, and subcommittees at the national, state and local levels, assisting in the preparation and/or grading of bar examinations, participating in major professional conferences and programs, advising or otherwise assisting in the preparation and enactment of legislation, pro bono representation of clients, and presentation of legal materials to appropriate groups of non-lawyers.

### 4. TRACK-RECORD

During his or her teaching career, the faculty member is expected to establish a track-record of scholarship and service. A track-record signifies that the faculty member has engaged in scholarship and service activities on a consistent or ongoing – as contrasted to an occasional, sporadic, or episodic – basis. The existence of such a track-record is important in that it demonstrates that the faculty member has made a long-term commitment to engage in the relevant activities, and that he or she has accepted these

activities as an indispensable aspect of the life of a professional academician. For scholarship at the time of the 4th year evaluation, for example, a track-record might be indicated by: a book; a particularly long and complex article; several jointly-authored articles; several chapters in a book or books; two or more "atypical" articles; some combination of these; or some other scholarly endeavor which demonstrates more than sporadic scholarly effort. For scholarship at the time of the 6th year evaluation, the track-record should be longer and include scholarly production since the 4th year evaluation. For service, a "track-record" indicates regular undertakings over some period of time.

#### E. STANDARD FOR EVALUATION

To be promoted, retained, or tenured, the faculty member must achieve overall satisfactory performance taking into account each of the three areas of teaching, scholarship, and service, and must perform well in each of these areas. Satisfactory performance is that level of achievement that is expected in terms of both quantity and quality for the rank and years of service of the faculty member under consideration.

#### F. NATURE OF EACH EVALUATION

##### 1. THE 2nd YEAR EVALUATION

The PRT Committee will conduct an evaluation of the faculty member's teaching and any scholarly and service activities and assess the faculty member's overall performance in these areas since his or her appointment to the faculty. Any member of the faculty, administration, or instructional staff at the School of Law is permitted to submit written comments to the PRT Committee concerning the activities and performance of the faculty member being evaluated. The PRT Committee should expressly include in its report what the faculty member is doing well and any areas of deficiency. The PRT Committee, in its report and recommendation to the Dean, should, where appropriate, include suggestions for the future mentoring of the faculty member in preparation for future evaluations.

##### 2. THE 4th YEAR EVALUATION

The major focus of the 4th year evaluation is to make a recommendation for retention and promotion and to provide the faculty member with a "prognosis" for achieving tenure. There are three possible outcomes from the 4th year evaluation:

###### a. "PROGNOSIS FOR TENURE IS GOOD"

The PRT Committee could conclude that the prognosis for tenure is good and therefore will recommend that the faculty member be retained and promoted. Each committee's report should focus on what the faculty member is doing well, on any areas in which the faculty member could improve, and on how the faculty member might increase the likelihood of achieving tenure.

###### b. "REASON FOR SERIOUS CONCERN"

The PRT Committee could conclude that there is reason for serious concern but nonetheless recommend that the faculty member be retained and promoted because there also is reason to believe that the faculty member could achieve tenure. Each committee's report should focus on the faculty member's areas of deficiency and include positive recommendations as to changes the faculty member should make.

### c. RECOMMEND NONRETENTION

The PRT Committee could conclude that the prognosis for tenure is poor and recommend that the faculty member not be retained because there is insufficient reason to believe that the faculty member will achieve tenure. The committee's report should focus on the faculty member's areas of deficiency and why the committee concludes that, even given one and one-half more years, the faculty member will not achieve tenure.

When making a decision during this 4th year evaluation concerning the prognosis for tenure and whether to recommend to the Dean that the faculty member be retained and promoted, the PRT Committee will consider achievements over the faculty member's entire legal career, emphasizing especially those achievements since his or her appointment to the faculty of the School of Law. Any member of the faculty, administration, or instructional staff at the School of Law is permitted to submit written comments to the PRT Committee concerning the activities and performance of the faculty member being evaluated. The PRT Committee will expect that the faculty member will have established himself or herself as a thorough and competent classroom teacher and be able to describe to the committee his or her plans for advancing his or her classroom teaching. The PRT Committee will also expect that the faculty member will have established a track-record of well-researched, well-written and thoughtful scholarship and be able to describe to the committee the nature of his or her future scholarly endeavor(s). Finally, the PRT Committee will expect that the faculty member has performed his or her service obligations at the School of Law in a satisfactory fashion and has undertaken additional service obligations for the University and/or the legal profession.

### 3. THE 5<sup>TH</sup> YEAR EVALUATION

While the PRT Committee will consider achievements over the faculty member's entire legal career, it will focus its attention on achievements since the 3rd year evaluation of the faculty member. Thus, the committee will seek to ensure that, since the 3rd year evaluation, the faculty member has continued to develop as a teacher and a scholar and has continued to serve the School of Law, the University, and the legal community. Any member of the faculty, administration, or instructional staff at the School of Law is permitted to submit written comments to the PRT Committee concerning the activities and performance of the faculty member being evaluated. Where appropriate, the committee will determine whether any deficiencies or areas of concern identified in the earlier evaluation have been satisfactorily addressed. Finally, the committee should expressly include in its report what the faculty member is doing well and any areas of deficiency.

### 4. THE 6<sup>TH</sup> YEAR EVALUATION

At the end of the post-credentialing period, the faculty member is expected to have developed his or her abilities as a teacher-scholar and to have demonstrated a commitment to serving as a contributing member of the School of Law, University, and legal communities during the rest of his or her professional life. The PRT Committee will consider achievements over the faculty member's entire legal career, emphasizing especially those achievements since his or her appointment to the faculty of the School of Law. The PRT Committee will expect the faculty member to be a thorough and competent classroom teacher who will continue to develop as a classroom teacher, to have a track-record of well-researched, well-written, and thoughtful scholarship, to have performed his or her service obligations at the School of Law in a satisfactory fashion, and to have a track-record of public service to the University and/or the legal profession. Any member of the faculty, administration, or

instructional staff at the School of Law is permitted to submit written comments to the PRT Committee concerning the activities and performance of the faculty member being evaluated.

## G. PROCEDURES USED IN EVALUATING A FACULTY MEMBER

### 1. INTRODUCTION

In each year in which the PRT committee will be evaluating a faculty member, it will select a Chairperson from among its members. In addition, the committee will select a Coordinator from among its members for each faculty member under review. The Coordinator for each faculty member is responsible for arranging for the formal evaluation of the faculty member's teaching, scholarship, and service pursuant to this policy and for maintaining communication between the committee and the faculty member.

### 2. PROCEDURES USED IN EVALUATING TEACHING

(a) A faculty member's teaching in regular classes at the School of Law is evaluated during each semester in which the PRT Committee evaluates the faculty member in order to make a recommendation to the Dean concerning promotion, retention, or tenure. A faculty member's classroom and on-line teaching will be reviewed on the basis of the following:

(i) **Review of student evaluations** for each class taught at the University of Dayton since the later of the date the faculty member joined the faculty or the last evaluation of the faculty member (and, in the case of review for tenure, review of student evaluations for each class the candidate has taught at the University of Dayton). The evaluations will be conducted using the School of Law's standard student-evaluation instrument, and in accord with School of Law policies that assure that the faculty member is not present during the students' completion of the evaluation, that the evaluations are completed anonymously, and that the results of the evaluations are not made accessible to the faculty member until after the due date of the final grades in the course or the date on which the final grades are actually filed, whichever is later.

(ii) **Videorecording of classes for viewing by committee members** for the purpose of the committee's evaluation of instructional quality and interaction with students. In the case of a review for tenure, the review of teaching will include classes taught in at least two different semesters. The committee will designate one or more of its members as teaching reviewers.

As to each videorecorded class, the reviewer (or one of the designated reviewers if there are more than one) will prepare a written report that includes a description of the matter covered and the faculty member's activities during the class, as well as an evaluation of the faculty member's teaching as demonstrated in the class session, taking into account the appropriate standards for teaching established by this policy. Members of the PRT Committee other than the reporting reviewer may rely in whole or in part on the reviewer's or reviewers' reports or may personally view some or all of the videorecordings for the purpose of evaluating the faculty member's teaching.

The reviewer or reviewers and the faculty member together will schedule the classes to be videorecorded. After a class has been videorecorded, if the faculty member and the reviewer feel that the class is not representative, another class may be videorecorded; the videorecording of an agreed-upon non-representative class is not part of the faculty member's evaluation file, and no report will be made as to such a class. The faculty member

will supply the PRT Committee with a copy of the material assigned to the students for any class session which is videorecorded, a statement of the faculty member's goals in the class, and a self-evaluation of the success of his or her efforts.

In the case of on-line courses (including synchronous on-line courses): (1) the committee's evaluation will include assessment of instructional design, student interaction and assessment, technology and accessibility, and course evaluation and management, and (2) at least two members of the committee will observe the faculty member's on-line interactions with students in the course on at least two occasions. If fewer than all members of the committee participate in observing on-line interactions, each committee member who made observations will complete a written description of the interactions for inclusion in the faculty member's PRT file.

Each reviewer (or, in the case of on-line courses, observing faculty member) will give a copy of the reviewer's report to the faculty member at the same time that it is given to the committee members. The faculty member may respond to the description, and the faculty member's response, if written, will be included in his or her PRT file.

(iii) **Review of course materials**, including syllabi, assignments, primary and supplemental readings, and examinations. For each course taught by the faculty member since the later of the date the faculty member joined the faculty or the date of the faculty member's last evaluation by the PRT committee, the faculty member will provide to the committee: an identification of the texts and other materials required for the course and copies of course syllabi, written instructions given to students for assignments, supplemental or other course materials prepared by the faculty member (if any), and examinations given in the course. The faculty member must accompany these materials with a written statement regarding the goals of the course and the faculty member's approach to teaching the course. In the case of a review for tenure, these materials must relate to courses taught in at least two different semesters.

(iv) **Decanal evaluation**. In cases involving tenure review, the Dean of the School of Law or, if designated by the Dean, the Associate Dean for Academic Affairs will provide the PRT committee a written evaluation of the faculty member's teaching, which will include an assessment of any on-line courses taught by the faculty member. The Dean's evaluation will be addressed to those aspects of the faculty member's teaching as to which the evaluating Dean has first-hand knowledge. The Dean will give a copy of the Dean's evaluation to the faculty member at the same time that it is given to the PRT committee. The faculty member may respond to the evaluation, and the response, if written, will be included in the faculty member's PRT file.

(v) **Self-evaluation**. In cases involving tenure review, the faculty member will provide to the PRT committee, no later than September 1 in the faculty member's sixth year of service, a self-evaluation of the faculty member's teaching. The self-evaluation may be in narrative format and must include at least the faculty member's assessment of the strengths and weaknesses in his or her teaching and a description of the steps the faculty member has taken to improve the quality of his or her instruction.

(vi) **Faculty-provided evidence of student achievement of learning objectives**. In cases involving tenure review, the faculty member will provide to the PRT committee, no later than September 1 in the faculty member's sixth year of service, evidence relevant to whether students in the faculty member's classes have achieved or are achieving identified learning objectives. The evidence must relate to at least two courses taught by the faculty member in the three years preceding the tenure review. Ordinarily,

the evidence should relate to courses that are among those most frequently taught by the faculty member. As part of the submission for each course, the faculty member must include: a written statement of the learning objectives for the course; an identification of the sources and measures for assessing student achievement of the identified objectives; and a description of the extent to which the evidence suggests that students did or did not achieve the objectives. The sources for assessing student achievement may include: samples of student work; test, quiz, and examination results; pre- and post-test scores; scores on standardized tests; reflective student essays; and any other source or measure that is likely to provide a useful basis for assessing student achievement.

(b) Each member of the PRT Committee member must review the student evaluations, the videorecordings or the reports of the teaching reviewers, the course materials, the reports (if any) of committee members' observations of on-line courses, the faculty member's response (if any) to the reports or observations, the faculty member's self-evaluation or self-evaluations, decanal evaluations and the faculty member's response (if any) to the decanal evaluations, and, when applicable, the faculty member's submissions regarding student achievement of learning objectives.

(c) As to the other teaching activities the faculty member wishes the PRT Committee to consider, the faculty member should submit a report listing the activities to be considered, describing the activities, and suggesting a method that might be used to evaluate those activities. The faculty member may also recommend persons who the faculty member feels could independently evaluate the faculty member's other teaching activities.

### 3. PROCEDURES USED IN EVALUATING SCHOLARSHIP

The faculty member should supply the PRT Committee with all written materials the faculty member wishes to be considered as evidence of his or her achievement in scholarship, along with a report detailing the faculty member's scholarly activities. The PRT committee may appoint specific committee members to review and comment on individual works of scholarship for the benefit of the committee, but each member of the PRT Committee must review and evaluate all written scholarship materials submitted by the faculty member, including the faculty member's scholarship report.

The PRT Committee may choose to send the faculty member's major written scholarship to a person or persons outside the law school who has expertise in a field which is a central part of the published material. The outside evaluator(s) will be asked to give an opinion as to the quality of the written scholarship. (This process has been termed "jurying".) The outside evaluator should be supplied with a statement of the criteria for scholarship as set forth in this policy. The faculty member will be consulted as to appropriate outside evaluators who might "jury" his or her published materials. The outside evaluator's response will be made available to the faculty member undergoing evaluation. Further, if a faculty member disagrees with the opinion expressed by the outside evaluator, the faculty member may have the piece reviewed by an outside evaluator or evaluators of the faculty member's choosing and the faculty member may submit any such opinion(s) to his or her PRT Committee for its consideration.

### 4. PROCEDURES USED IN EVALUATING SERVICE

The faculty member will submit to his or her PRT Committee a statement of his or her service, including the faculty member's own assessment of his or her service. The PRT Committee shall seek the comments, preferably in writing, of law school faculty and administrators, or any responsible person, as to the service of the faculty member. The

committee typically will consult with a faculty member about whom it will contact outside the University concerning the faculty member=s service.

## 5. COMMITTEE CONSIDERATION AND VOTING

A quorum of the PRT Committee is a majority of its members and any business may be conducted only at a meeting at which a quorum is present. Unless otherwise required by this policy, all votes of the PRT Committee shall be by a majority vote of its members. The Chairperson of the PRT Committee shall accept and tally any written absentee ballot submitted by a member of the committee. In promotion, retention, or tenure matters, only those members of the PRT Committee who have reviewed the faculty member=s teaching, scholarship, and service, may vote.

In a tenure vote, an affirmative PRT Committee recommendation requires a vote of two-thirds of its members. Failure to meet the vote required for an affirmative recommendation constitutes a negative committee recommendation.

The numerical results of the vote will be reported to the faculty member whose retention, promotion, or tenure was voted on by the PRT Committee.

## 6. COMMITTEE REPORTS

### a. DRAFT REPORT

The PRT Committee completes its evaluation of the faculty member by assembling all materials submitted and relied upon in a file and by preparing a draft report which contains its recommendation to the Dean and the basis and reasons for that recommendation. The faculty member is entitled to receive a copy of the draft report and to submit, in writing, any comments he or she may have on the draft report. The faculty member is entitled to meet with the PRT Committee to discuss the draft report. The draft report will be delivered to the faculty member in sufficient time to permit review and response by the faculty member, normally at least two weeks before the due date for delivery of the final report to the Dean as specified in G-6-b, below.

### b. FINAL REPORT

After taking into account the comments, if any, of the faculty member in response to the draft report, the PRT Committee will make its decision regarding its retention, promotion, or tenure recommendation. The committee will then prepare a final report to the Dean that includes a statement identifying the written materials the committee considered, a summary of any oral presentations the committee considered, the recommendation of the committee, and the basis and reasoning for that recommendation. The report will be accompanied by the file of materials submitted to and relied on by the committee. The PRT Committee's final report and accompanying materials will be delivered promptly to the Dean. In normal circumstances, the committee will deliver the report and accompanying materials to the Dean no later than February 15 in the case of the second- and third-year evaluation, November 15 in the case of the fourth-year evaluation, October 15 in the case of the fifth-year evaluation, and November 15 in the case of the sixth-year tenure decision. At the same time, the chairperson of the PRT Committee will deliver a copy of the final report, including the PRT Committee=s recommendation, to the faculty member. After receiving a copy of the final report, the faculty member shall be afforded a reasonable time to prepare written comments for the Dean=s consideration in making his or her final decision.

## 7. DEAN'S REVIEW AND RECOMMENDATION

Following receipt of the PRT Committee's report and accompanying materials, the Dean will review the committee's recommendation, taking into account the faculty member's entire PRT file, the committee's report and recommendation, any prior PRT Committee reports, any added materials submitted by the candidate to update the application, and any written comments submitted by the faculty member or by other concerned individuals. The Dean will promptly provide to the candidate and to the PRT Committee copies of any materials (including comments and updating materials) that are received by the Dean or added to the file after transmission of the file to the Dean from the committee.

In the case of reviews prior to the final tenure review, the Dean will make his or her recommendation to the Provost regarding retention (and, when applicable, promotion to Associate Professor) only after first affording the faculty member a reasonable time to comment on the committee's recommendation. The Dean will forward his or her recommendation to the Provost, with an accompanying explanation for the recommendation. At the same time, the Dean will provide to the faculty member and to the PRT Committee a copy of the Dean's recommendation and explanation together with copies of any added materials (including comments and updating materials) not previously provided to the faculty member or PRT Committee.

In the case of a final review for tenure and for promotion to Professor, the Dean will notify the faculty member and the PRT Committee regarding the Dean's intended recommendation to the Provost no later than the end of the first business day following December 14. The faculty member and any concerned individuals (including members of the PRT Committee) may submit a written response to the Dean before the end of the first business day following December 21. After considering any responses, the Dean will send his or her recommendation in writing to the Provost no later than the end of the first business day following January 1, together with the completed procedural checklist (D-9, below), the faculty member's entire cumulative PRT file, and an explanation for the recommendation. At the same time, the Dean will provide to the faculty member and to the PRT Committee a copy of the Dean's written recommendation and explanation together with copies of any added materials (including comments and updating materials) not previously provided to the faculty member or PRT Committee.

## 8. ANNUAL DECANAL PERFORMANCE EVALUATIONS

A written copy of any decanal performance evaluation of a non-tenured tenure-track faculty member, made for any purpose, shall be included in the faculty member's PRT file at the time of the evaluation. The Dean shall redact from such evaluations only information related to the faculty member's salary.

## 9. PROCEDURAL CHECKLIST

At the time of a faculty member's initial tenure-track appointment, the faculty member, the Dean, and the Provost will execute a copy of a "Procedural Checklist" form substantially in the form set out at the end of this policy. At the time of the initial appointment, the faculty member, the Dean, and the Provost will complete and sign the face of the form, and will enter the appropriate academic years in the left-hand column on the following page or pages of the form. The original of the form will be kept with the faculty member's school of law tenure file, and the Dean will provide a copy to the faculty member.

If the faculty member is credited with prior service (part B-4, above), the nature and amount of the credit will be noted in the appropriate space on the face of the form, and the timeline on the following pages will be modified accordingly, as, for example, by striking through the annual reviews that will not be conducted on account of the credit.

Upon the completion of each annual stage in the promotion, retention, and tenure process, the Dean and, in years involving PRT-Committee review, the chairperson of the PRT Committee will sign the form in the appropriate space(s). These signatures will certify that the acts or events described at that stage of the timeline were completed in accordance with this policy. The faculty member will be invited to sign in the space provided, but the faculty member's signature is at his or her option. If the faculty member does sign, the signature acknowledges receipt of the notices and/or documents referred to in the timeline but does not convey agreement with or acquiescence in any conclusions or recommendations set forth in the notices or documents.

In the event of any changes in the timeline reflected on the the form after its initial completion (for example, due to the effects of a leave of absence), a new form reflecting the changes will be executed and appended to the original form. In the event of any changes in or additions to the original form, including the addition of signatures, the Dean will provide to the faculty member a complete current copy of the form as modified.

#### H. MODIFICATION

This policy may be modified by an affirmative vote of at least two-thirds of the tenured faculty, excluding the Dean and those on leave or sabbatical, if written notice of the proposed modification has been given to those tenured faculty members at least five business days before the meeting at which the modification is considered.

As amended by the tenured faculty of the University of Dayton School of Law, October 3, 2017, and approved by the University Promotion and Tenure Committee, [ ].

**UNIVERSITY OF DAYTON  
SCHOOL OF LAW  
PROMOTION, RETENTION, & TENURE  
PROCEDURAL CHECKLIST**

Tenure-track faculty member name: \_\_\_\_\_

Effective date of initial appointment: \_\_\_\_\_

<b>Prior Service Credit</b>	
Faculty member _____ is _____ is not credited with prior service toward tenure.	
_____ years credit	Nature/Location(s) of prior service:
<p>Agreed:</p> <div style="text-align: right; margin-right: 100px;">           _____            Dean, School of Law / date         </div> <div style="text-align: left; margin-left: 100px;">           _____            Faculty member / date         </div> <div style="text-align: right; margin-right: 100px;">           _____            Provost / date         </div>	

<b>Receipt of UDSL &amp; UD Tenure Policies</b>
<p>Faculty member has received the following documents:</p> <p>_____ University Promotion &amp; Tenure Policy</p> <p>_____ School of Law Promotion, Retention, &amp; Tenure Policy</p> <div style="text-align: right; margin-right: 100px;">           _____            Faculty member / date         </div>

**At the time of the initial appointment, the parties must complete the above portions of this form and enter the appropriate academic years in the left-hand column of the reverse (second page) of the form.**

**The original of this document is to be kept with the faculty member=s UDSL tenure file. Following any additions to or amendments of this document, including the addition of signatures, a complete current copy is to be given to the faculty member by the Dean of the School of Law.**

**In the event of any change to the timeline outlined on the reverse of this form, a new form reflecting the new timeline is to be executed and appended to this form.**

**The signatures of the Dean and the Chairperson of the PRT Committee on the reverse of this form certify that the indicated steps were completed in accord with UDSL and University policies. The faculty member=s signature on the reverse of this form is at the option of the faculty member; the signature acknowledges receipt of documents and/or notices referred to, but it does not convey agreement with any conclusions or recommendations.**

Year	Timeline	Signatures
<b>1st year of service:</b>  _____ (enter acad. year) Renewal for 2nd year (decanal evaluation)	Fall term: Faculty member provides renewal materials to Dean, and consults with Dean.  On or about 1/15: Dean gives faculty member notice of renewal decision for second year.	_____ Dean / _____ Date notice is given  _____ Faculty Member / Date notice is received
<b>2nd year of service:</b>  _____ (enter acad. year)  § Renewal for 3rd year (decanal evaluation)	Spring term (1st year) & Fall term (2nd year): Faculty member provides renewal materials to Dean and consults with Dean.  On or about 10/15: Dean gives faculty member notice of renewal decision for third year.	_____ Dean, _____ / Date notice is given  _____ Faculty Member / Date notice is received
----  § Renewal for 4th year (PRT Committee & Dean)	Fall term: Faculty member provides renewal materials to PRT Committee.  On or about 2/1 PRT Committee delivers draft report to faculty member for comment.  On or about 2/15: PRT Committee delivers final report and recommendation with accompanying materials to Dean.  On or about 5/15: Dean gives notice to faculty member of 4th-yr. renewal or non-renewal.	_____ Chairperson, PRT Committee / Date draft delivered to faculty member  _____ Chairperson, PRT Committee / Date draft is delivered to faculty member  _____ Dean / Date notice given to faculty member  _____ Faculty Member / Date notice is received
<b>3rd year of service:</b>  _____ (enter acad. year) Renewal for 5th year (Decanal evaluation)	Fall term: Faculty member provides renewal materials to Dean and consults with Dean.  On or about 5/15: Dean gives notice to faculty member of 5th-yr. renewal or non-renewal and promotion.	_____ Dean / Date notice given to faculty member  _____ Faculty Member / Date notice is received
<b>4th year of service:</b>  _____ (enter acad. year) Renewal for 6th year & promotion to Associate Professor (PRT Committee & Dean)	Fall term: Faculty member provides renewal materials to PRT Committee.  On or about 11/1 PRT Committee delivers draft report to faculty member for comment.  On or about 11/15 PRT Committee delivers final report and recommendation with accompanying materials to Dean.  By the first business day after 1/1: Dean gives notice to faculty member of recommendation regarding 6th-yr. renewal or non-renewal and promotion.	_____ Chairperson, PRT Committee / Date draft report delivered to faculty member  _____ Chairperson, PRT Committee / Date draft report delivered to Dean  _____ Dean / Date notice given to faculty member  _____ Faculty Member / Date notice is received

<p><b>5th year of service:</b></p> <hr/> <p>(enter acad. year) Renewal for 7th year (PRT Committee &amp; Dean)</p>	<p>Spring term (4th year) &amp; Fall term (5th year): Faculty member provides renewal materials to PRT Committee.</p> <p>On or about 10/1 PRT Committee delivers draft report to faculty member for comment.</p> <p>On or about 10/15 PRT Committee delivers final report and recommendation with accompanying materials to Dean.</p> <p>On or about 11/15: Dean gives notice to faculty member of 7th-yr. renewal/non-renewal.</p>	<hr/> <p>Chairperson, PRT Committee / Date draft report is delivered to faculty member</p> <hr/> <p>Chairperson, PRT Committee / Date final report is delivered to Dean</p> <hr/> <p>Dean / Date notice is given to faculty member</p> <hr/> <p>Faculty Member / Date notice is received</p>
<p><b>6th year of service:</b></p> <hr/> <p>(enter acad. year) Tenure &amp; promotion to Professor (PRT Committee &amp; Dean)</p>	<p>Spring term (5th year) &amp; Fall term (6th year): Faculty member provides renewal materials to PRT Committee.</p> <p>On or about 11/1 PRT Committee delivers draft report to faculty member for comment.</p> <p>On or about 11/15 PRT Committee delivers final report and recommendation with accompanying materials to Dean.</p> <p>On or about 1st business day after 12/14: Dean notifies faculty member of Dean's intended recommendation.</p> <p>On or about 1st business day after 12/21: Written response to Dean by faculty member and concerned individuals.</p> <p>On or about 1st business day after 1/1: Dean sends final recommendation to the Provost with this form, the cumulative file, and copies of any comments received.</p>	<hr/> <p>Chairperson, PRT Committee / Date report is delivered to faculty member</p> <hr/> <p>Chairperson, PRT Committee / Date final report is delivered to Dean</p> <hr/> <p>Dean / Date notice is given to faculty member</p> <hr/> <p>Faculty Member / Date written response is provided to Dean</p> <hr/> <p>Dean / Date final recommendation is sent to Provost</p>

## Names & Signatures

Name (printed)	Position / Title	Signature
	Candidate	
	Dean of the School of Law	
	Chairperson, PRT Committee	