8.3.4 Promotion Review Process

The following is an outline of the promotion review process for all research faculty at Mines:

A. Candidates must submit applications (i.e., dossiers) to their Department Head. The dossier shall consist of a letter summarizing achievements, an extended CV, and evaluations from the previous three years.

B. The Department Head shall convene the Departmental Promotion Committee as defined in Section 8.3.2, Section 8.3.2: transmit the dossier to the committee, and appoint a committee member to chair deliberations.

C. The Departmental Promotion Committee shall examine the dossier and prepare a written recommendation including the results of the vote that becomes part of the dossier. In the case of a split vote, the written recommendation(s) must reflect all viewpoints. The dossier shall be forwarded to the Department Head.

D. The Department Head shall prepare a written recommendation that becomes part of the dossier. The Department Head shall share her/his recommendation and the recommendation(s) of the Departmental Promotion Committee with the Candidate. The Candidate may respond to the recommendations in order to correct factual errors. This response must be provided in writing to the Department Head within three (3) business days. This response shall be included in the dossier before being forwarded to the next level for review.

E. The Department Head shall forward the dossier to the Dean(s) overseeing the Candidate’s department or departments in the event of a split appointment. The Dean(s) shall review the dossier and prepare a written recommendation. This recommendation is added to the Candidate’s dossier, which is then forwarded to the Provost and Vice President for Research and Technology Transfer. Provost.

F. The Provost shall review the entire dossier and Vice President for Research and Technology Transfer shall review the entire dossier and provide written notification to each Candidate of the results of his or her promotion application. Decisions shall be reflected in the official records of Mines. Any compensation adjustments resulting from a favorable decision shall be made effective at the beginning of the next academic year or at an alternative time if approved by the Department Head and Dean(s). Regardless of when the compensation adjustment is made, Candidates may begin professional use of their new status, faculty rank, and exercise the responsibilities of the new rank immediately.

G. In the case of an unfavorable decision, the Candidate may appeal the decision pursuant to the Promotion and Tenure Decision Appeal Procedure set forth in Section subsection 8.5, below.