



## Steps for Seeking a Nonmandatory Review

University Faculty Rule [3335-6-04](#)(3) indicates that a faculty member may request a nonmandatory review at any time and that the tenure initiating unit may deny a nonmandatory review. Nonmandatory reviews are all reviews that are not required to occur on a particular timeline. This document outlines the steps to take when seeking a nonmandatory review.

1. Meet with your TIU head and P&T Committee chair to make them aware of your plan to seek a nonmandatory promotion review. The Office of Academic Affairs requires these decisions to be made no later than April 1 in the academic year preceding the requested review (i.e., April 1, 2025 for a review that would commence in Autumn 2025). Communicate with the leadership in your unit to learn about local deadlines.
2. Submit requested materials to P&T Committee for review and determination about formal review.
  - a. University Faculty Rule [3335-6-04](#)(3) states the following with respect to nonmandatory reviews,

A probationary faculty member may ask to be considered for nonmandatory promotion and tenure review any time. However, the tenure initiating unit promotion and tenure committee may deny a probationary nonmandatory review every year up to the candidate's mandatory year. If a probationary nonmandatory review is allowed and the outcome is negative, the candidate continues at the rank they held at the start of the review. ... A tenured faculty member may request a promotion review at any time. However, the tenure initiating unit promotion and tenure committee may deny this request if the tenured faculty member's accomplishments are judged not to warrant such review. The promotion and tenure committee may deny a tenured faculty member's request for promotion review only once. If the review is allowed and the outcome is negative, the tenured faculty member continues at the rank they held at the start of the review. This faculty member may continue at that rank indefinitely or request subsequent reviews that may not be denied.

- b. If a formal review is denied, it is appropriate to ask for written feedback from the committee and the TIU head regarding areas for improvement.
    - c. Probationary faculty member may be denied a formal, nonmandatory review every year up to their mandatory review year. As noted above, if a formal review is denied,



- it is appropriate to ask for written feedback regarding areas for improvement each time the review is denied.
- d. Nonprobationary faculty can only be denied a formal review once. After the first denial, the committee may not deny the request again. However, it is worthwhile to seek feedback from the committee and TIU head in deciding whether to move forward with a formal review.
3. Once the formal review has been approved, meet with the TIU head and P&T Committee chair to gather information on the following topics.
    - a. Know when materials are due to the Procedures Oversight Designee for review and for final submission to Interfolio.
    - b. Know when you will be expected to review the external reviewer list for potential conflicts and to provide names you want to have included.
    - c. If you have a joint appointment, understand the TIU head's plan for gathering letters from joint appointment heads (e.g., TIU head from joint appointment department, Discovery Theme faculty director, etc.).
    - d. Request any additional letters from collaborators you may want to include, if applicable.
    - e. Discuss which APT criteria will be used for the review (see Chapter X, section X for information on which documents can be selected). If you decide to use an APT document other than the one currently approved, you must supply the document. Additionally, only the criteria from a past document will be used. The currently approved procedures will be used.