



Rules of Procedure

Promotion Review Committee

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1. Definition

The Promotion Review Committee (PRC) is a standing committee which reviews and evaluates candidates for academic promotion based on pre-defined evaluation criteria.

2. Preamble and Mission

Constructor University through its academic constitution has made a commitment to excellence and highest quality standards in study, teaching, research, and management, to academic freedom and integrity in research and teaching.

The professional development of its faculty is of pivotal importance to Constructor University. In this vein, Constructor University provides the possibility for each professor and lecturer to develop their academic career during their time at Constructor University. The mission of the Promotion Review Committee is to foster excellence in teaching and research by advising the Academic Senate on matters concerning academic promotions. The Promotion Review Committee contributes by setting and maintaining rigorous academic standards in its evaluations of candidates for academic promotion.

Constructor University distinguishes three ranks for Professorships: Assistant Professorship; Associate Professorship and Full Professorship. At the level of lecturers, Constructor University distinguishes three ranks: Lecturer; Senior Lecturer and Distinguished Lecturer. The activities of professors and university lecturers are manifold and involve not only teaching, supervision, and research, but a variety of administrative and outreach tasks that are all important for the university. The criteria for academic promotions at Constructor University are designed in recognition of the different variations of the work allocation model and the importance of each type of activity whether teaching, research, supervision or administrative in nature.

3. Responsibilities

Promotion Review Committee is responsible:

- (1) To review and consider applications for academic promotions at Constructor University.
- (2) To review and consider applications for pre-tenure evaluations for Assistant Professors at Constructor University.
- (3) To ensure a fair and impartial evaluation of applications received by the Committee.
- (4) To further develop the promotion process at Constructor University.

4. Composition

A standing Promotion Review Committee is established and is composed of:

- (1) The Deans from each of the three Schools.
- (2) Nine faculty members: Two full professors and one Distinguished Lecturer from each of the three Schools. The faculty members are chosen by the faculty assembly at Constructor University. If a School does not have a Distinguished Lecturer, then a representative from another School may be chosen. The term of the members of the committee is limited to five years, but it is renewable.
- (3) One observer (without voting rights) from the Equality, Diversity, and Inclusion committee. The observer should be either a staff member or a faculty member of the highest rank.

The Promotion Review Committee is chaired by the Deans. For each evaluation process, the Dean of the respective School, to which the candidate is affiliated, takes the lead.

5. Relationship to University Bodies

(1) Relationship to the Academic Senate

The Promotion Review Committee makes recommendations to the Academic Senate by submitting a Promotion Review Report for each candidate upon a positive evaluation. The recommendation is submitted to the Academic Senate as a decision item. The effective date of promotion is taken as the decision date of the Academic Senate.

(2) Relationship to the Executive Board

The Promotion Review Committee shall, upon a positive decision from the Academic Senate, submit a second decision paper addressing the Executive Board with the recommendation to commence contractual negotiations with the candidate.

6. Meetings

- (1) The Promotion Review Committee meets as necessary but at the latest when a new application has been submitted to the committee or when shortlisted external reviews for an application for promotion have been received.
- (2) For a meeting to take place, at least fifty percent of the voting members must be present during the meeting.
- (3) Only members of the Promotion Review Committee are allowed to call for a meeting. The request must be submitted to the Deans' Office. The Chair of the Promotion Review Committee shall invite the committee within four weeks for a meeting when a request by a member has been submitted.
- (4) The agenda is prepared by the Deans' Office and must be submitted to the Promotion Review Committee two weeks before the meeting.
- (5) Guests may be invited to the meetings of the Promotion Review Committee, but the content of the meetings must remain confidential.
- (6) Minutes of the meetings shall be noted by the Deans' Office.

7. Making Decisions

- (1) Decisions are made by a majority vote.
- (2) If the Promotion Review Committee is voting on an application for professor promotion, only the Deans and Professorial votes must be cast. Decisions are only possible when a quorum of five out of nine eligible votes is reached. Ideally, all Schools and Deans are represented.
- (3) If the Promotion Review Committee is voting on an application for lecturer promotion, each School has one Professorial vote and one Distinguished Lecturer vote. The professorial School representatives must decide who participates in the vote (e.g., based on thematic relevance, or on rotational principle). Decisions are only possible when a quorum of five out of nine eligible votes is reached. Additionally, at least two out of three votes from the Distinguished Lecturers must be cast. Ideally, all Schools and Deans are represented.

(4) Members may participate in a meeting by means of electronic communication if all the physically present members agree. Such participation is counted towards the quorum and in voting.

8. Promotion Procedure

- (1) The promotion or prolongation applications are submitted to the Deans' Office.
- (2) Upon receipt of the nomination/application, the Chair of the Promotion Review Committee requests the candidate to submit the promotion materials. These include:
 - i. a cover letter, which should include a justification and self-assessment of why the candidate deem themselves to be eligible for promotion.
 - ii. a statement of the main achievements, since the candidate started at Constructor University (not exceeding 3 pages total)
 - a. research (publications, grants, non-funded research, research awards) if applicable
 - b. instruction (teaching, inspiration, teaching awards)
 - c. community (community, outreach)
 - iii. updated complete CV including a full list of publications.
 - iv. a statement of one page max of the candidate's plans for their scholarly activities in the next years at Constructor University.
 - v. proposals for external reviewers if a professorial promotion application is submitted.
- (3) The candidate must agree that confidential data, such as teaching evaluations and third-party funding data, are automatically made available to the PRC.
- (4) Deans' Office distributes all evaluation material to the members of the Promotion Review Committee. It is important to maintain the confidentiality of the process as such, as well as the documents throughout the process.
- (5) The evaluation of promotion applications follows the usual criteria of academic performance and are defined for Professors in the Promotion Criteria document approved by the Promotion Review Committee

(6) Pre-evaluation

The Promotion Review Committee reviews the materials provided by the Chair and determines whether the academic promotion process should proceed.

If the Committee finds the evidence insufficient to meet the criteria, it may defer its decision and conduct a second pre-evaluation at a later date. The Chair will inform the candidate of this outcome.

If the Committee reaches a positive decision and opts to continue with the academic promotion process, then

- for professorial promotion applications at least three external reviewers are determined. The proposals for external reviewers submitted by the candidate are considered together with proposals submitted by the committee. The Promotion Review Committee selects the external reviewers. The Chair solicits evaluations from the selected reviewers. The external evaluations are made available to the members of the Promotion Review Committee.

- for lecturer promotion applications external reviews are not needed and the final evaluation is conducted.

In case of a prolongation application, the Promotion Review Committee evaluates the material shared by the Chair of the committee and decides if they recommend a prolongation. No external reviews are needed.

(7) Final evaluation

The Promotion Review Committee evaluates the promotion material along with the submitted external evaluations, if applicable, and decides on the promotion application.

The decision of the Promotion Review Committee is documented in the minutes of the Committee meeting. This should refer to all the evaluation criteria and must contain a clear recommendation of the Promotion Review Committee. A divergent vote of the Chair must be noted.

If the PRC is supporting a professorial promotion application, then this application is forwarded to the Academic Senate and Executive Board for decision. If the PRC is supporting a Lecturer promotion, then the Dean will take up the further proceedings.

The PRC may also decide that the application is insufficient for promotion. In this case, the candidate will be notified along with a justification, by the Chair, who will provide a justification.

9. Change of Rules of Procedures

These Rules of Procedure are made effective by the Academic Senate. The PRC may propose changes and amendments to the Academic Senate for approval. Changes and amendments require a formal vote of the Academic Senate.