



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. Mission

Constructor University distinguishes three ranks for Professorships: Assistant Professorship; Associate Professorship and Full Professorship. The professional development of its faculty is of pivotal importance to Constructor University. In this vein, Constructor University provides the possibility for each professor to develop his/her academic career during his/her 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 academic promotion candidates.

3. Responsibilities

Promotion Review Committee is responsible:

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

4. Composition

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

- (1) The Deans from each of the three School. Namely, the School of Science; the School of Computer Science and Engineering; and the School of Business, Social and Decision Sciences.
- (2) Two full professors from each of the three Schools. The two professors are chosen by the faculty assembly at Constructor University. 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 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 a promotion application has been received. .
- (2) For a meeting to take place, at least fifty percent of the voting members present during the meeting.
- (3) Only members of the Promotion Review Committee are allowed to call for a meeting. 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) Decisions of the Promotion Review Committee are only possible when a quorum of five out of nine committee members is reached. Ideally, all Schools and Deans are represented.
- (3) 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 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, in three areas (not exceeding 3 pages total)
 - a. research (publications, grants, non-funded research, research awards)
 - b. instruction (teaching, inspiration, teaching awards)
 - c. community (community, outreach)
 - iii. updated complete CV
 - iv. a statement of one page max of the candidate's plans for the next years at Constructor University.
 - v. proposals for external reviewers
- (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) The Chair 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 in the Promotion Criteria document approved by the Promotion Review Committee on April 26th, 2023.

(6) Pre-evaluation

The Promotion Review Committee evaluates the material shared by the Chair of the committee and decides whether the Academic Promotion process should be continued.

In case the evidence of fulfillment of criteria is considered insufficient the Promotion Review Committee may decide to re-consider the candidate at a later point in time and conduct a second round of pre-evaluation. The candidate will be notified of this decision by the Chair.

In the event of a positive result of a pre-evaluation and the Promotion Review Committee decides to continue the academic promotion process, 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.

(7) Final evaluation

The Chair solicits comparative evaluations from the selected reviewers.

The external evaluations are made available to the members of the Promotion Review Committee.

The Promotion Review Committee evaluates the promotion material along with the submitted external evaluations 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 PRC. A divergent vote of the Chair must be noted.

If the PRC is supporting a promotion application, then this application is forwarded to the Academic Senate and Executive Board for decision.

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

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.