




Alcorn
State University

MEMORANDUM

Date: March 9, 2015

From: Dr. Donzell Lee, Ph.D. 
Interim Provost/VPAA

To: DEANS

CC: Faculty Senate

RE: Advisory Notice 03092015: Clarifications of Promotions

As I shared with you in previous dean and director council meetings, the Office of the Provost has been reviewing all policies, practices, processes, and procedures to identify clashes or inconsistencies with state and federal law, IHL Board Policies and Bylaws, and/or University policies. In response to some questions and concerns, and in consultation with IHL attorneys, I hereby provide the following advisory notice.

Specifically, I wish to clarify the review period for recent faculty hires making application for promotion from (a) assistant professor to associate professor or (b) associate professor to full professor, uncoupled from the mandatory sixth-year promotion and tenure review application process.

As a general rule, promotion from assistant professor to associate professor, or from associate professor to professor, will typically only be considered after a faculty member has served the full probationary period in his or her rank as memorialized in the initial letter of appointment. See *Faculty Handbook*, Section 5.3.3 and 5.3.4. Applications for promotion prior to that time will be regarded as early action and considered only for exceptionally strong and well documented cases. Promotion is never granted simply for satisfactory performance or for length of service (at a prior institution), but reflects progressively higher professional competence, accomplishment, and contribution at Alcorn State University. Prior professional achievement at another academic institution may be considered for promotion; however, at Alcorn the initial appointment letter should take into account such previous achievements and set the appropriate rank accordingly. Thus, once hired at Alcorn, the newly hired faculty member may serve his/her probationary period, gain mentorship, make intellectual, instructional, and service-related contributions to our university and his/her discipline.

The focus on the more recent record (while at Alcorn) is appropriate and necessary to ensure that there is evidence for continued growth in significant scholarly distinction, (inter)national recognition, meritorious service, excellent university teaching, and other contributions of impact to Alcorn State University.

The Provost's Office will continue to review University policies, practices, and procedures for consistency with IHL Board policy, state law, and federal regulations/guidelines.

Please contact the Office of Academic Affairs with any further questions.