



Know Your Rights!

Reappointment, Tenure, and Promotion Reviews

File Completeness and Additions to / Subtractions From your File:

After you and your local administrator have signed off on the completeness of your reappointment, tenure, or promotion file **you have the right to be: (i) notified of, (ii) given the opportunity to review, and (iii) given the opportunity to include in your file written comments in response to any material that is added to your file.**

- **You have the right to request to see your file** at any stage in the process to verify that nothing has been added to or subtracted from it without your knowledge.

Faculty Ballots:

You have the right to be given copies of Faculty ballots and the relevant administrator's recommendation concerning your reappointment, tenure, or promotion no later than the time at which those documents are forwarded to the next higher administrator.

Statement of Factual or Procedural Errors:

Regardless of the recommendation your candidacy receives at a given level, you have the right to have a letter specifying errors of procedure or fact in the administrator's letter or in the Faculty ballots included in your file.

- **This letter must be submitted to the relevant local administrator within 5 working days of receiving the written notification of the recommendation.**

Appeals of Negative Recommendations:

Any Faculty member who has received a negative recommendation concerning reappointment, tenure, and/or promotion has **the right to appeal to the next higher academic officer**, or in some cases to the Joint Appeals Board.

- **Such an appeal must be initiated within 10 working days of receiving the written notification of a negative recommendation.**

The appeal is initiated by sending a brief letter or email to the next higher administrator (with copies to the lower level administrators) with the following basic content:

“On [date] I received notice from [administrator] of a negative reappointment/tenure/promotion recommendation. I am writing in order to inform you of my intent to appeal. Please contact me with information about procedures and scheduling.”

You have the right to be assisted throughout your appeal by AAUP-KSU.

AAUP-KSU has a set of RTP counselors trained to assist you at all levels of your appeal. For assistance with an appeal of a negative RTP decision at any level call 330-673-9118.