

Promotion and Tenure Procedural Guidelines

April 22, 2015

Includes SENATE APPROVED Changes – March 2, 2016

**Committee Procedures/Policies**

1. The Committee for the next academic year convenes in May to elect the Chair.
2. The Committee will function as two committees as authorized by Senate. One will function as the Initial Tenure and Promotion Committee, and the other will function as the Tenure Renewal Committee. Each committee needs to reflect divisional representation with 6-7 Tenure Tracked Faculty (one of which is Chair) members per committee.
3. Each file will have two primary readers but each file should be reviewed by all members of the committee. Review means to skim the files for key information.
4. The Chair and VP/Dean will establish the review schedule for files.
5. The Chair monitors the discussion in order to spend an appropriate amount of time on each file.
6. Faculty files can be used for tenure/tenure renewal and promotion within consecutive semesters.
7. Minutes are taken by a committee member.
8. Written summaries for each file including strengths and areas for improvement must be submitted to the Committee from primary readers to be included in the minutes.
9. Letters are drafted by the VP/Dean, reviewed by Committee Chair, and signed by both.
10. A committee member will abstain from discussion and the vote on a person in their own department or for a person whom they have written a recommendation unless asked a specific clarifying question by the committee. It is expected the committee members use wisdom and restraint in the use of additional information including the use of personal information only known to a committee member because of a personal or professional relationship with the candidate.
11. Everything in the candidate's file and discussions in all meetings must be held in strict confidence. Except for formal communication, there should be no discussions between the candidate and committee members.
12. In some cases, additional information may be requested of the candidate in a formal manner by the Chair.
13. Incomplete files (i.e. what should be directly submitted by the candidate) will be reviewed on the basis of what has been submitted by the following deadlines: August 15<sup>th</sup> for Initial Tenure and Tenure Renewal; January 15<sup>th</sup> for Promotion.
14. VP/Dean is non-voting ex-officio but will share relevant information as needed to aid the committee in reaching a decision.
15. It is expected that committee members attend a training session in mid-August that is presented by VP/Dean and the Chair.
16. In exceptional circumstances, a candidate or evaluator may be allowed to submit additional evidence after the submission deadline for work that was in process and just

completed (for example a publication that was in review that has since been accepted/published.) The Academic Affairs Office can submit additional relevant information as needed up to the decision point.

17. Separate letters initiated from individuals outside of designated evaluators will not be accepted as part of the candidate's file. However, candidates may include letters from outside evaluators if desired.