COLLEGE OF HUMAN SCIENCES
PROMOTION AND TENURE COMMITTEE

CHARGE

The College Promotion and Tenure (CP&T) Committee serves in an advisory capacity to the Dean by reviewing applications for promotion in rank and/or tenure as well as dossiers for third-year reviews. The review by the CP&T Committee may assist in assuring that interpretation of university and college criteria are consistent across academic units. The Committee may advise the Dean relative to interpretation and revision of promotion and tenure criteria and committee operating policies and procedures.

RESPONSIBILITIES

1. The CP&T Committee shall hold its first meeting in October of each academic year. This first meeting will be called and convened by the Dean (or designee) who will attend this meeting to: a) discuss with the Committee the timetable for making recommendations on promotion and tenure applications for that particular academic year and b) explain the nature of each candidate’s appointment.

2. The CP&T Committee will review and evaluate each application for promotion and tenure, vote individually on each candidate, and forward these recommendations and justifications to the Dean (or designee). The Committee members' evaluations are reviewed by the Dean, and the ballot count will be incorporated into the materials sent forward with the Dean's recommendations.

3. In April, the CP&T Committee will review and evaluate each third-year review dossier (OP 32.38), vote individually on each candidate, and forward these recommendations and justifications to the Chair of the CP&T Committee. As advised by the committee’s input, the Chair will then prepare a committee report and submit it to the Dean.

MEMBERSHIP

1. The CP&T Committee shall be comprised of two members from each of the departments within the college, one member from FCSE, and two graduate faculty members from outside the college. Each member must be tenured and hold a rank of associate professor or professor. Committee members will be available to offer information about the candidates from their department, but they will not vote on candidates from their home department at the college level.

2. College faculty members are chosen for service on the committee in the following manner. Each department will, through an election process, select three members for nomination to the committee. The Dean will select one member from each department’s nominees to fill their vacant spot(s).
3. College faculty members filling departmental positions will serve staggered two-year terms, with one person from each department rotating off each year.

4. Faculty members outside the college are selected by the Dean with suggestions from department chairpersons and faculty members within and outside the college. Outside members serve a one-year term, but can be reappointed if appropriate.

5. The chairperson will be appointed from within the committee members by the Associate Dean for Faculty and Academics.

OPERATING PROCEDURES – PROMOTION AND TENURE

1. Upon being notified that the Dean has received all the dossiers to be considered for promotion and/or tenure, the CP&T Committee will begin the review process.

2. During an agreed upon time period, each CP&T committee member will assess the submitted dossiers according to the College of Human Sciences and University Standards and Procedures for Promotion and Tenure.

3. Following review of each dossier, the CP&T committee members will submit their confidential vote in writing to the Dean (or designee). The vote will be in favor of promotion and/or tenure or against promotion and/or tenure. As a reminder, members of the CP&T Committee who voted on candidates in their departments will not vote at the college level, hence voting only one time. Note: If a committee member has a conflict of interest with a candidate, that committee member will recuse themselves from that vote.

4. Each CP&T Committee member must indicate his/her vote on a ballot on which he/she explains in writing the reasons for his/her vote. Votes are unsigned. Negative votes without supporting comments/rationale will not be counted. Voting faculty should be aware that the aggregate ballot votes and written ballot comments will become part of the dossier.

5. The Dean (or designee) and a witness tally the ballots for each candidate, and certify in writing as to the vote on the Statement of Ballot Count recording the count on each candidate’s Recommendation Form. Committee ballot/evaluation forms are retained in the faculty member’s personnel file. A tabulated listing of committee member comments will be included in the dossier submitted to the provost’s office.

OPERATING PROCEDURES – THIRD-YEAR REVIEW

1. Upon being notified that the committee Chairperson has received all the dossiers for third-year review, the CP&T Committee will begin the review process.

2. During an agreed upon time period, each CP&T committee member will evaluate the candidates file against the Departmental tenure and promotion criteria along with their third-year review policy to assure all applicable departmental procedures have been followed. Specifically, the
evaluation includes whether a given unit arrived at their recommendation by fairly applying the established criteria, standards, and guidelines for third-year review specific to the candidate’s departmental criteria. The recommendation of the committee is based exclusively on a comparison of the candidate’s credentials with the criteria, standards, and guidelines of the candidate’s department.

3. Following review of each dossier, the CP&T committee members will submit their confidential vote in writing to the associate dean. The vote will be yes, the department policies and procedures were followed or no, the department policies and procedures were not followed. As a reminder, members of the CP&T Committee who voted on candidates in their departments will not vote at the college level. Note: If a committee member has a conflict of interest with a candidate, that committee member will recuse themself from that vote.

4. Each CP&T Committee member must indicate his/her vote on a ballot on which he/she explains in writing the reasons for his/her vote. Votes are unsigned. Negative votes without supporting comments/rationale will not be counted.

5. The associate dean and a witness tally the ballots for each candidate, and certify in writing as to the vote on the Statement of Ballot Count. Committee ballot/evaluation forms are retained in the faculty member’s personnel file.

**DOCUMENTS INCLUDED**

- Ballot
- Statement of Ballot Count Promotion and Tenure
- Recommendation Form
- College Third-Year Review Ballot
- Statement of Ballot Count Third-Year Review
- OP 32.02 Faculty Non-reappointment, Dismissal, and Tenure Revocation
- OP 32.38 Third-Year Review of Tenure-Track Faculty

*Approved by Faculty Council September 2018*