



OP 103.03 Tenure-Track Advisory Committee

DATE: November 15, 2023

PURPOSE: This operating policy and procedure establish a Tenure-Track Advisory Committee for tenure-track faculty to aid their progression through the tenure and promotion process.

REVIEW: This college policy will be reviewed by February 1 of every odd-numbered year by a committee of at least three tenured faculty members with recommendations for revision presented to the dean and voting faculty of the college by March 1.

DEFINITION OF TERMS: See OP 103.01 for definition of terms common to college tenure and promotion policies.

Candidate: refers to the tenure-track faculty member being reviewed.
Committee: refers to the candidate's tenure-track advisory committee.
Committee Chair: refers to the chair of the tenure-track advisory committee.

POLICY/PROCEDURE

1 Goals

The committee will provide a sounding board of experience, guidance, and advice to the candidate on teaching, research, and service, institutional culture, and operating policies and procedures within the college and university. The candidate will communicate regularly with the committee as a group and individually to seek advice on progression through the tenure and promotion process. The primary role of the committee is advisory not evaluative.

2 Committee Appointment

For each candidate, a committee will be established by the Associate Dean of Research and Innovation (ADRI), in consultation with the candidate, within the first semester consisting of two non-administrative tenured faculty members from within the college. The appointment term will begin in the spring of the candidate's first year and conclude at the end of the tenure-review process. The ADRI will designate a chair from within the committee to serve during the entire tenure-review process. Either the candidate or the committee members may petition the ADRI in writing for a change in the membership of the committee.



3 Meetings

The candidate shall meet with the committee each year at the beginning of the spring semester of the first year. The focus of the meeting will be determined by the candidate and may include topics such as the candidate's teaching, service, research, historical norms for research output within the college, the structure of the tenure- review process, and tangible goals for the future, including a timeline. Subsequent meetings shall review these issues, discuss accomplishments of the preceding year, and renew the goals for the upcoming year to assist the candidate in their progress towards tenure. Additional informal meetings between committee members and the candidate are encouraged. Committee and candidate interaction through studio reviews and attending course lectures/sessions are also encouraged.

4 Advisory Letter

The advisory letter is a summary of the discussions between the candidate and the committee. Each formal annual meeting between the candidate and the committee shall result in a single-page advisory letter to be filed by the committee chair with the ADRI within three weeks of the meeting. The yearly advisory letter shall be signed by the candidate and committee chair to acknowledge the candidate's review of the letter with the committee, and then added to the candidate's tenure and promotion file. A copy of the letter shall also be sent to the candidate. The goal of the letter is to provide ongoing advice concerning the candidate's performance progress in the areas of teaching, research, and service.

5 Related Documents

[University OP 32.01 - Promotion and Tenure Standards and Procedures.](#)

[University OP 32.32 - Performance Evaluations of Faculty.](#)

College OP 103.02 – Promotion and Tenure Standards and Procedures.

College OP 103.02A – Attachment A: Appointment Letter Example.

College OP 103.02B – Attachment B: Faculty Review Calendar Example.

College OP 103.05 – Tenure-track Third Year Review.

College OP 103.06 – Comprehensive Performance Evaluation.