

HEALTH & HUMAN SCIENCES

COLLEGE OF HEALTH & 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. 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 on the 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.

MEMBERSHIP

1. The CP&T Committee shall be comprised of two members from each of the departments within the college and two graduate faculty members from outside the college. Each member must be tenured and hold the 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.



HEALTH & HUMAN SCIENCES

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 Academics and Faculty.

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 Health and Human Sciences and University Standards and Procedures for Promotion and Tenure.
3. After reviewing 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, they will recuse themselves from that vote.



HEALTH & HUMAN SCIENCES

4. Each CP&T Committee member must indicate their vote on a ballot on which they explain in writing the reasons for their 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 the vote on the Statement as to Ballot Counts, recording the count on each candidate's Recommendation Ballot. 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.

DOCUMENTS INCLUDED

[Ballot](#)

[Statement as to Ballot Counts Promotion and Tenure](#)

[Recommendation Ballot](#)

Approved by Faculty Council April 2022

Reviewed May 2025

