

## Recommended revision to Rules of the Faculty Senate – VII. Specific Committee Charges/Composition

### UNIVERSITY TENURE AND PROMOTION COMMITTEES

#### Tenure Track (TT) Committee

Composition: 12

7 Chairs of Tenure and Promotion Committees for the degree-granting college/school and for University Libraries

2 Faculty (at-large)

~~1 Student (non-voting)~~

2 Ex officio (non-voting): Provost, Dean of the Graduate School. (Ex officio members shall not be present at the meeting when final votes are taken.)

Selection:

- Chairs of Tenure and Promotion committees in the degree-granting colleges/school and for University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit.
- Faculty-at-large are selected according to standard procedures for naming members to faculty senate committees, except that they shall be from different Faculty Senate divisions, and shall be full-time, tenured faculty members with the rank of associate professor or higher. Faculty-at-large serve three-year terms. Ex officio and faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave.
- Replacement appointments shall be made as needed, following standard procedures.

Charges:

1. Implement university-wide policies and procedures for awarding tenure and promotion.
2. Coordinate the Tenure and Promotion Calendar.
3. Specify the format for documentation in support of Tenure and Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding tenure and promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and those faculty members for whom tenure decisions must be made before reappointment.
6. Review tenure and promotion cases in accordance with the University Tenure, Promotion, and Appeals Procedure.
7. Review every three years the college/school/University Libraries guidelines for tenure and promotion.
8. Report to the full Faculty Senate for review issues of concern in tenure policies and tenure and promotion guidelines.

## Non-Tenure Track (NTT) Committee

~~Composition: The NTT review committee at the University level is composed of the same members as the Faculty Senate Tenure and Promotion Committee, with the exception that the two at-large tenured members will be replaced by two at-large non-tenure track faculty.~~

Composition: 12

7 Chairs of Promotion Committees for NTT Faculty of the degree-granting college/school and for University Libraries

2 NTT Faculty (at-large)

2 Ex officio (non-voting): Provost, Dean of the Graduate School. (Ex officio members shall not be present at the meeting when final votes are taken.)

Selection:

- Chairs of ~~Tenure and~~ Promotion Committees for NTT Faculty in the degree-granting colleges/school and for University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit.
- NTT Faculty-at-large are selected according to standard procedures for naming members to faculty senate committees, except that they shall be from different Faculty Senate divisions and shall be full-time faculty members with the level of associate or higher.
- Faculty-at-large serve three-year terms. Faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave.
- Replacement appointments shall be made as needed, following standard procedures.

Charges:

1. Implement university-wide policies and procedures for awarding NTT promotion.
2. Coordinate the Tenure and Promotion Calendar in conjunction with the TT committee as appropriate.
3. Specify the format for documentation in support of NTT Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding NTT promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and faculty members of promotion eligibility, procedures, and outcomes.
6. Review promotion cases in accordance with the University Promotion and Appeals Procedures for Non-Tenure Track Faculty.
7. Review every three years the college/school/University Libraries guidelines for NTT promotion.
8. Report to the full Faculty Senate for review issues of concern in policies and promotion guidelines.

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Related revision to 4.29 - Review for Non-Tenure Track Faculty Promotion: Procedures

### 4.29 I.C.5 University Review of Nominees for Promotion

The Provost will give a copy of the primary dossier of each faculty member favorably recommended for promotion and of each appealed case to each member of the University committee. In addition, the Provost will indicate the location of the secondary dossiers. The materials must be available to the committee for at least five working days prior to deliberations.

The review committee at the University level ~~is composed of the same members as the Faculty Senate Tenure and Promotion Committee, with the exception that the two at-large tenured members will be replaced by two at-large non-tenure track faculty.~~ is the NTT Promotion Committee, whose general charge is established in the Faculty Senate rules. No person may serve on the University-level review committee in a year in which he or she is considered for tenure or promotion.”

If the committee discovers that information is lacking in a primary dossier, it can ask the Provost to acquire the information, which will be placed in the primary dossier. Consistent with college/school/University Libraries procedures the Provost must provide the candidate a copy of the material and allow the candidate to write a rebuttal, which will also be placed in the primary dossier. The committee will then consider the cases before it, whether regular or appealed. The committee may request a written response from the dean on matters of interpretation of evidence, the academic needs of the unit, or its current resources, but the committee will not invite the dean or other outside persons to meet with the committee. Consistent with college/school/University Libraries procedures, the candidate shall be provided a copy of any additional written material provided to the committee and shall be provided an opportunity to write a rebuttal. Both the statement and the rebuttal will be placed in the primary dossier. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions will not be registered except when a faculty member on a committee declares he/she has a conflict of interest concerning a case. At a meeting without either the Provost or the Dean of the Graduate School present, each case will be discussed and the committee will conduct its final vote. A positive recommendation will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion. The committee must notify the Provost in writing of its final ballot on each case. Any person not recommended by the University committee may request meetings with the Provost and/or the chair of the University committee, at the candidate's option, to discuss the recommendations. The candidate may invite a faculty colleague to accompany him/her.

The results of University committee deliberations and the Provost's separate recommendations will be sent by the Provost to the President. When the committee's decision on a candidate is complete, the committee chair will summarize in writing the committee's evaluation of the candidate. The Provost will also provide a written evaluation to accompany his/her recommendation for each case. These statements will be included in the primary dossier. The candidate will be provided an opportunity to review these statements and to file a written rebuttal in the primary dossier. In any case where the proposed vice presidential recommendation differs from that of the University committee, the Provost will meet with the committee to discuss the reasons for his/her position.

The President will notify the candidate, the candidate's dean, and the chair, in writing, of his/her decision by the calendar date. Any person not recommended by the President may request a meeting with the Provost and the President to discuss the recommendations. The candidate may invite a faculty colleague to accompany him/her, in either case.