



College of Liberal & Applied Arts

TENURE AND PROMOTION: COMMITTEE CHARGE 2011

Tenure and promotion recommendations constitute one of the most important duties of faculty. The excellence of the university depends upon maintaining a high standard of quality for all personnel. Toward that end, university policy defines the criteria by which tenure (E-50A) and promotion (E-3A) deliberations must be guided. All comments—oral and written—should be based on professional considerations. Committee members are advised that their comments could form the basis for administrative appeals or litigation by a candidate under review.

Policy (E-50A) identifies three factors as appropriate to the tenure decision: “Tenure is awarded when the candidate successfully demonstrates meritorious performance in teaching, research/scholarly/creative accomplishment and service.” Since departments/divisions within the College of Liberal & Applied Arts have different benchmarks for awarding tenure, the criteria of the candidate’s department/division should govern the evaluation of whether expectations have been fulfilled. College policy further specifies, “All candidates for tenure will be evaluated based upon criteria in place as of September 1 of the third probationary year.” Faculty participating in pre-tenure reviews should follow the same procedures and calendar of deadlines that apply to candidates for tenure and/or promotion.

University policy (E-3A, III, C, 5) provides a different set of requirements for promotion. Each rank (E-3A, III, B) has its own targets in terms of degree earned, accomplishments, and years in prior rank. Again, departmental/division standards establish the basis of evaluation.

Tenure and promotion portfolios are housed in the Dean’s Office (F-273). Only members serving on the College–level committees will be allowed access to the portfolios. The files are kept in a locked cabinet and access can be obtained only from the Associate Deans or Assistant to the Dean. No portfolio can be removed from the office under any circumstance. Moreover, documentation cannot be added or removed from any portfolio. The contents of the portfolios may only be discussed within a formal committee meeting.

Representatives who served on evaluation committees in the home departments of individual candidates will recuse themselves from voting on those candidates at the college level, but may answer questions from committee members.

Each college tenure and/or promotion committee will meet, elect a member as chair, and carefully discuss and consider the portfolio with respect to the department criteria for awarding tenure and/or promotion. Following this discussion, the chair of the college committee will conduct a confidential vote. Each member of the committee will indicate clearly his or her vote whether the candidate should be recommended for tenure and/or promotion. The chair of the college committee will tabulate the results of the committee vote and insert them into the portfolio. The chair may also provide an optional summary report.

Committee members may choose to include written comments. All documents utilized in the tenure and/or promotion process, including written comments by reviewers, become part of the official file. These records may become accessible to the individual being reviewed and others during the course of appeal, litigation, or public information requests. Anything committee members put in writing should be carefully worded to reflect professional input based on appropriate evaluation criteria.

The recommendations from the various College panels are due **December 9, 2011**. Under university policy, this deadline cannot be missed.