

COE TENURE AND PROMOTION COMMITTEE

CHARGE:

The purpose of the College of Education Tenure and Promotion committee is to evaluate each candidate file, following procedural and substantive guidelines outlined by the College Promotion and Tenure Policy and the University Promotion and Tenure guidelines, excerpted below from the Faculty Handbook.

The purpose of the committee is to evaluate each file and make an independent recommendation to the college dean. The committee will make its recommendations for tenure before making its recommendations for promotion. The recommendations for promotion will be independent of the recommendations for tenure.

The committee's chief responsibilities are to evaluate the candidate's qualifications for tenure and/or promotion, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. For each candidate for tenure, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. For each candidate for promotion, the committee will determine a positive or negative recommendation by simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter. Positive recommendations for promotion will be placed in priority order.

The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean by December 1. (Faculty Handbook, May 2009, Chapter 3 Revised May 2011, page 3-20).

MEMBERSHIP:

The College of Education Tenure and Promotion Committee will consist of two members from each department.

Each college will have a promotion and tenure committee consisting of at least five full-time, tenured faculty members. Each department will have at least one member on the committee. No department will have two members before all departments have one, and none will have three members until all have two. Department chairs are ineligible to serve on the committee as are faculty who are candidates for promotion.

In the case where there are more committee positions than departments, the department(s) will be selected at random to have multiple representatives on the committee. In the case where a department has fewer tenured members than positions on the committee, the committee will be formed with the minimum of five members but without representation from that department.

The department tenure and promotion committee will elect from its member(s) the representative(s) and one alternate for the committee. Members will serve three-year terms. Committee members may recuse themselves or be excused by a majority vote of the committee in the event of a conflict of interest. The alternate will serve should a committee member have a conflict of interest that induces a recusal or excusal, be on leave, or apply for promotion. (Faculty Handbook, May 2009, Chapter 3 Revised May 2011, page 3-20).

OFFICERS:

Chair: The chair will be elected annually by all members of the committee. To be eligible to be elected as chair, the faculty member must have served one year or more on the committee.

MEETINGS: To be called by the Chair.

REPORTS TO: Dean, College of Education