Tenure & Promotion Committee: Guidelines

College of Liberal Arts

Fall 2017

1) Review the strengths and limitations of each T & P application. **Keep in mind that the Committee is neither a cheerleader nor detractor when evaluating a candidacy but advisor to the Dean, Provost, & President!**

2) Voting should be private but committee members must sign their ‘ballots’.

3) If a candidate is applying for both Tenure and Promotion then the committee should vote separately on each of the latter two issues.

4) If a member of the Liberal Arts T & P committee is in a department that has a T & P candidate under review then the committee member will be recused from voting, discussion and the meeting itself, and should not review the Department Chair’s recommendation letter within the T & P portfolio.

5) The Committee’s letter regarding each candidate should include the membership of the committee, meeting date, and the specific vote and recommendation for each candidate. Indicate if any committee member was absent or recused (and the reason for recusal). The Committee’s letter should also explain the basis of its recommendation, evaluating the candidate’s scholarship and creative activities, teaching, and service.

6) The Committee’s letter to the Dean should be drafted by one member and then circulated to all members for revision and final approval by all committee members.

7) In past years the Dean’s has preferred memos no longer than two (2) pages except in cases where the committee feels obligated to identify issues or concerns that were not immediately apparent in the external reviews, Department recommendations, or Chair’s recommendation.

8) The reviews are due by October 1, because the Provost insists on receiving the Dean’s reviews by November 1st (and the Dean has no wiggle room!)

9) Alert Department Chairs in advance of the day and time of a candidate’s review so that the Chair can be available for clarification if needed.