

Guidelines for Department Chairs as their departments move forward with T & P deliberations:

As your department or program moves forward with tenure and promotion (T & P) deliberations, I thought that you might benefit from a few reminders and guidelines. Please share this document with faculty members on the review committee in your department or program.

Here is some relevant material from UTEP's Handbook of Operating Procedures (HoOP), 4.4—the material does not outline very specific criteria for T & P but the material can, nevertheless, provide some general guidance.

<https://www.utep.edu/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

(Chapter 4.4)

Here are the guidelines about Tenure and Promotion that were shared with each candidate and their respective Chair in the spring:

https://www.utep.edu/liberalarts/_Files/docs/faculty%20forms/A-Brief-Guide-to-the-Tenure-and-Promotion-Process-2022.pdf

A few reminders:

- 1) Departmental committee deliberations are private and confidential and should not be discussed with individuals who do not serve on the committee.
- 2) Department Chairs should attend but not actively participate in the department's T & P deliberations; nor should Department Chairs vote at the 'department' level because the Chairs will submit their own independent evaluation of each candidate. It is fine for Department Chairs to respond to questions posed by the department committee, but Chairs should not become active participants or guide discussions except to respond to questions or correct misstatements of fact. Remember: the goal is to generate two independent evaluations of a candidate (the Chair's independent evaluation and the department's independent evaluation).
- 3) One member of the departmental committee should be designated as the Committee Chair to help identify meeting times and facilitate the meetings themselves.
- 4) All members of the departmental committee should have the opportunity to express their opinions.
- 5) If a candidate is applying for tenure and promotion, then faculty members should vote separately on two issues: 1) recommend tenure (yes or no), and 2) recommend promotion (yes or no). You can have a single 'ballot' that addresses both issues.
- 6) It is necessary to keep votes confidential so that faculty members are not hesitant about voting their best judgment. Please make sure that everyone who attends the meeting and votes signs in. That way, the ballots correspond in number to attendees but secrecy is maintained.

If a faculty member is unable to attend the departmental meeting due to travel or some other valid/unavoidable reason, they could submit their vote early or through email or after the departmental meeting by a preset deadline as long as they have fully reviewed the candidate's materials.

7) Ballots should be forwarded to Ms. Edith Yanez at the Dean's Office.

8) The committee should designate a faculty member to take notes of the departmental deliberations and then draft an accompanying narrative for review, revision, and eventual approval by the department. The narrative should address and evaluate the candidate's contributions to teaching, research/scholarship/creative activities, and service. The memo containing the narrative should be addressed to the Dean through the Department Chair. The narrative should indicate the date of the T & P meeting, who was present at the meeting, who was absent, and who recused themselves. Indicate that the Department Chair was present but not permitted to vote. The outcome of both votes (for tenure and for promotion) should be reported (e.g., number of votes recommending tenure, number of votes opposed to tenure, and number of faculty recusing themselves and why, and number abstaining). Once the memo has been approved by all members of the departmental review committee, each person on the committee should sign it.

9) The Recommendation for Tenure and/or Promotion Form (also known as the Summary Vote Form) should be completed for each candidate by the Chair of the department following the departmental meeting and vote and uploaded to the appropriate folder (Folder 6—Departmental Evaluations) for each candidate on One Drive.

<https://www.utep.edu/liberalarts/Files/docs/faculty%20forms/tenure-recommendations-2016.pdf>

10) The departmental committee, the Chair, the College Tenure and Promotion Committee and the Dean do not grant tenure--we simply advise the Provost and President as they forward their recommendation to the Regents. There are multiple people at multiple levels who cast eyes on each T & P portfolio, a process that in principle protects the applicant and Institution from misguided judgments at all levels.

11. The Department Chair should inform the candidate (in general terms and without specifying the number of votes) of the department's tenure and/or promotion recommendation.

12. The Chair's letter should indicate how the initial list of external reviewers was generated, how the final list was determined, and the number of potential external reviewers who agreed to complete the task. Also describe why the current external reviewers were chosen (1-2 sentence justification for each).

For more information on the department's and Chair's evaluations, please consult the Best Practices guidelines available here (they were shared with each candidate and Chair in the spring):

www.utep.edu/liberalarts/Files/docs/faculty%20forms/The-Tenure-and-Promotion-Process--Best-Practices-2022.pdf

13. Here are the deadlines:

Research dossier due by **May 31**.

External reference letters requested and confirmed by the department by **June 1**. (In the College of Liberal Arts, we encourage department chairs to solicit these letters as early in the cycle as possible—by March or April—before potential external reviewers get over-committed.)

Complete dossier due by **August 31**.

External letters due by **September 1**.

Department's evaluation and Department Chair's evaluation due to the Dean by **October 1**.

(Please note that the College deadline is a little earlier than the deadline listed by the Provost's Office due to the size of our College and the large number of candidates that we have for tenure and promotion each year.)

College committee's recommendation to the Dean due by **November 1**.

College Dean's recommendation due to the Provost by **January 2**.

New publications added to the dossier by **February 15**.

Provost's recommendation to the President due by **April 1**.

President's decision due by **June 1**.

Regents' decision due by **August 31**.