

## **PROCEDURES FOR THE COLLEGE OF SCIENCES AND HUMANITIES PERTAINING TO TENURE AND PROMOTION**

### **I. PREPARATORY WORK OF THE COLLEGE PROMOTION AND TENURE COMMITTEE**

- A. Available to all candidates in the Dean's Office: Six (6) model vitae, if available, (two from each Domain, i.e., Sciences, Social Sciences, and Humanities) of colleagues who have been promoted to Associate Professor and Professor who have granted permission for such inspection by others.
- B. Available to all Department Promotion and Tenure (P&T) Committees: Detailed guidelines and information concerning College P&T priorities, concerns, internal procedures, and forms.
- C. The Dean will state priorities and concerns pertinent to P&T.

### **II. PREPARATORY WORK WITHIN DEPARTMENTS**

- A. Departments will use the current approved electronic submission method and follow submission guidelines established on the College P & T calendar.
- B. Fourth year candidate tenure review by the College P&T Committee
  - 1) Departments will complete the fourth-year tenure review following their departmental procedures for annual tenure review and write a strengths and weaknesses letter to the candidate covering the areas of Teaching, Scholarship, and Service and providing detailed suggestions for improvement.
  - 2) Departments will complete the standard letter provided by the Provost's Office.
  - 3) Department P&T Committee Chair and Department Chair will write the letter(s) of recommendation to the Dean.
  - 4) Departments will retain an electronic copy of the candidate's fourth year review packet:
    - a) The current standard academic year original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Fourth Year Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost's Office sent to all Department Chairs) – only original letter required.
    - b) The department P&T committee chair/Department Chair recommendation letter(s) to the Dean including vote count. If the Department P&T Committee and the Department Chair agree on the progress toward tenure recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate's vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate's vita.
      - i) The accompanying letter(s) should characterize the candidate's accomplishments in the context of the department's expectations and culture and address each of the following areas in a separate paragraph.
        - (a) Candidate's major role(s) vis-à-vis department priorities.
        - (b) Comments on candidate's teaching.
        - (c) Comments on candidate's scholarship.
        - (d) Comments on candidate's service.
        - (e) Other dimensions/areas pertaining to the candidate.

- c) The candidate's P&T vita
  - d) The candidate's strengths and weaknesses letters from years one through four
  - e) Supplemental materials
- 5) Parts b, c, d and e of the packet should be uploaded to the approved electronic submission method. The candidate uploads the P&T vita and supplemental materials; the department uploads the remaining materials.

### C. Tenure/Promotion to Associate Professor

- 1) Tenure/Promotion review by the College P&T Committee (committee of the whole) is mandatory for all faculty in year seven of the probationary period, but only required for candidates in year five or six if a positive recommendation for tenure/promotion has been made by the Department P&T Committee and forwarded to the Dean and College P&T Committee. Tenured assistant professors may apply to their Department P&T Committee for promotion to associate professor at any time.
- 2) The Department Chairperson will forward to the Dean the list of candidates and each candidate's tenure/promotion recommendation as determined by the Department Promotion and Tenure Committee by the deadline date set by the college.
- 3) Included with the list shall be the following:
  - a) For tenure and promotion candidates include:
    - i) The current academic year original *Recommendation for Granting of Tenure Letter* for 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> year Candidates; or Recommendation for 7<sup>th</sup> Year dismissal Letter, complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost's Office sent to all Department Chairs)
    - ii) Original Department P&T Chair/ Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures item C4 for letter details)
    - iii) The candidate's vita
    - iv) Supplemental materials.
    - v) All strength and weakness letters beginning with year one, placed uploaded to the approved electronic platform and in the paper packet
    - vi) Materials from the P&T portion of the personnel file

The department will upload ii, v and vi and the candidate will upload iii and iv to the approved electronic platform.

- b) For promotion only candidates include:
  - i) The original Department P&T Chair and Department Chair recommendation letter(s), including the departmental vote count (see College Procedures items C4 and 5 for letter details)
  - ii) The candidate's vita
  - iii) Supplemental materials.
  - iv) Materials from the P&T portion of the personnel file

The department will upload i and iv; the candidate will upload ii and iii to the approved electronic platform.

- c) Candidates will upload supporting materials to the approved electronic platform.
- 4) If the Department P&T Committee and the Department Chair agree on the tenure/promotion recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate's vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate's vita.
- 5) The accompanying recommendation letter(s) should characterize the candidate's accomplishments in the context of the department's expectations and culture and address each of the following areas in a separate paragraph.
  - a) Candidate's major role(s) vis-à-vis department priorities.
  - b) Comments on candidate's teaching.
  - c) Comments on candidate's scholarship
  - d) Comments on candidate's service.
  - e) Other dimensions/areas pertaining to the candidate.

#### **D. Promotion to Professor**

- 1) When seeking promotion to Professor, a minimum of two evaluative letters from reviewers external to the University shall be included. Department Chairs shall ask external reviewers to describe their relationship, if any, to the candidate. The review letter shall provide the reviewer's assessment of the quality of the candidate's scholarship, creative endeavors, and other scholarly productivity. Please refer to the College P&T document for directions on selecting external reviewers and the external review process.
- 2) All letters received from external reviewers will be available to evaluators in the promotion review process.
- 3) The Department Chairperson will forward to the Dean the list of candidates being recommended for promotion to professor as determined by the Department Promotion and Tenure Committee by the deadline date set by the college.
- 4) Included with the list shall be the following:
  - a) Original Department P&T Chair/ Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures items D5 and 6 for letter details)
  - b) The candidate's vita
  - c) Supplemental materials.
  - d) All external letters of evaluation of scholarship received from reviewers
  - e) Materials from the P&T portion of the personnel file

The department will upload a, d and e and the candidate will upload b and c to the approved electronic platform.

- 5) If the Department P&T Committee and the Department Chair agree on the promotion recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate's vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate's vita.
- 6) The accompanying recommendation letter(s) should characterize the candidate's accomplishments in the context of the department's expectations and culture and address each of the following areas in a separate paragraph.
  - a) Candidate's major role(s) vis-à-vis department priorities.
  - b) Comments on candidate's teaching.
  - c) Comments on candidate's scholarship/creative projects
  - d) Comments on candidate's service.
  - e) Other dimensions/areas pertaining to candidate.

### **III. EVALUATION PROCEDURES**

#### **A. Evaluation procedures for the fourth-year tenure review**

- 1) The Dean will grant access to the digital materials to the appropriate Domain P&T Subcommittee which will include the Department P&T and Chair recommendation letter(s), the strengths and weaknesses letters (years one through four), supplemental materials and the P&T vita for each fourth-year candidate for tenure review. See Addendum 1 for the departmental assignment to the three domains.
- 2) Prior to discussions of an individual candidate's materials, each member of the Domain P&T Subcommittee will review the candidate's vita, supplemental materials and strengths and weaknesses letters and complete the evaluation form.
- 3) A random list of candidates will be compiled by the Dean's Office and distributed to subcommittee members. This random list will determine the order in which the credentials of candidates will be discussed.
- 4) Each candidate's credentials will be discussed by the Domain P&T Subcommittee. The discussion will begin with introductory statements, not to exceed three minutes in length, by the department representative and will be followed by questions, answers and comments concerning the candidate's qualifications for progress toward tenure, as well as information provided by the departmental representative. The discussion for each candidate will be limited to twenty minutes unless the committee votes (majority required) for a ten-minute extension. More than one such extension is possible if the Committee so votes. Following discussion, the department representative may make concluding remarks not to exceed two minutes.
- 5) The following procedure will be followed for recording of meetings:
  - a. Recordings of the Subcommittee's deliberations are permitted if members of the Subcommittee are absent.
  - b. Recordings are to be kept in the Dean's Office or saved electronically (in the case of web-based deliberations) for restricted access.
  - c. Recordings are to be destroyed after the final deliberations when other materials are shredded.
  - d. No member of the Subcommittee is to record and/or distribute the Subcommittee's deliberations in any electronic medium.
  - e. Members of the Subcommittee are to add their personal notes to the material to be shredded at the end of deliberations.

- f. All materials pertaining to the Subcommittee's deliberations, including recordings, are to be destroyed within five business days of the end of deliberations.
- 6) After the close of the discussions of all candidates and after reviewing each candidate's record of teaching, scholarship, and professional service, voting will occur by a Subcommittee motion on recommendation of progress toward tenure on each candidate. Approved motions are: satisfactory progress toward tenure, unsatisfactory progress toward tenure, or termination. Voting will be by paper ballot or an electronic polling method if meetings are held remotely. A simple majority passes the motion.
- 7) The Domain P&T Subcommittee chair will write a recommendation letter for each candidate and, along with the vote counts, forward to the Dean. In cases where the Domain P&T Subcommittee is the first to make a negative recommendation, the Chair will write a strengths and weaknesses letter to the candidate and forward to the Dean along with the recommendation and vote counts.
- 8) Any recommendation from the Domain P&T Subcommittee not receiving approval by the Dean shall be returned to the Subcommittee with reasons for the disapproval. A vote of at least two-thirds of the Subcommittee shall be required to override the disapproval after which the Dean must forward the recommendation.
- 9) The domain subcommittee chair will sign the Provost's Standard Letter prior to the Dean.
- 10) The Dean will communicate the College's final recommendation including a copy of the recommendation letter to the Dean from the College Domain Subcommittee and if appropriate, the strengths and weaknesses letter from the Subcommittee to the candidate, the Department P&T Committee Chair, and Department Chair following all deliberations.
- 11) *The academic Dean shall forward recommendations concerning the tenure credentials, including their evaluations, to the Provost and Vice President for Academic Affairs. The vote counts for each candidate from the College P&T Subcommittee will be included with the Dean's recommendations. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the academic Dean about the differences<sup>1</sup>.*

## **B. Evaluation procedures for tenure/promotion to Associate Professor and promotion to Professor**

- 1) Prior to discussions of an individual candidate's materials, the Dean will grant access to the candidates' digital materials. Each member of the College P&T Committee (committee of the whole) will review the candidate's vita. Members from each of the three domains (Natural Sciences, Social Sciences, and Humanities) will study the supporting materials particularly for candidates in their area and will serve as resource persons during the discussions. In the case of those being evaluated for tenure/promotion to Associate Professor, members from each domain will review the strengths and weaknesses letters for each candidate (not required for tenured assistant professors applying for promotion to associate professor). See Addendum 1 for the departmental assignment to the three sub-groups.
- 2) Two random lists of candidates will be compiled by the Dean's Office and/or Chair of the College P&T Committee. These lists will include:
  - a) Candidates for tenure and/or promotion to Associate Professor
  - b) Candidates for promotion to Professor
- 3) The random lists will be distributed to Committee members and will determine the order in which the credentials of candidates will be discussed.
- 4) Discussion will begin either with candidates for tenure and/or promotion to Associate Professor or with discussion of candidates for promotion to Professor depending on the number of candidates for each and the approved calendar.
- 5) Each candidate's credentials will be discussed by the Committee. The discussion will begin with a report summarizing the recommendation of the Department P&T Committee, not to exceed three minutes in length, by the department representative and will be followed by questions, answers and comments concerning the candidate's qualifications for tenure and/or promotion as

well as information provided by the resource persons and the departmental representative. The discussion for each candidate will be limited to twenty minutes unless the Committee votes (majority required) for a ten-minute extension. More than one such extension is possible if the Committee so votes. Following discussion, the department representative may make concluding remarks not to exceed two minutes.

- 6) The following procedure will be followed for recording of meetings:
  - a. Recordings of the Committee's deliberations are permitted if members of the Committee are absent.
  - b. Recordings are to be kept in the Dean's Office or saved electronically (in the case of web-based deliberations) for restricted access.
  - c. Recordings are to be destroyed after the final deliberations when other materials are shredded.
  - d. No member of the Committee is to record the Committee's deliberations in any electronic medium.
  - e. Members of the Committee are to add their personal notes to the material to be shredded at the end of deliberations.
  - f. All materials pertaining to the Committee's deliberations, including recordings, are to be destroyed within five business days of the end of deliberations.
- 7) At the close of the open discussions for both ranks, ballots for each rank will be given to members of the College Committee with candidates listed in alphabetical order. College Committee members are welcome to review vitae and supplemental materials again before completing the ballot. The ballots are to be turned in to the Dean's Office by the close of office hours on the first Wednesday following the close of discussions unless an electronic polling method is deemed necessary.
- 8) The Dean's Office and College P&T Committee officers will compile the votes and create two lists, one for tenure and/or promotion to associate professor and one for promotion to professor. A recommendation for tenure and/or promotion requires a simple majority of affirmative votes. The Chair of the College P&T Committee will report the voting results (in two lists) to the Dean of the College. The Dean will review the voting results and submit the two voting results lists to the College P&T Committee and inform the committee of her agreement or disagreement with the vote results.
- 9) Any recommendations from the College P&T Committee not receiving approval by the Dean of the College shall be returned to the College P&T Committee with reasons for the disapproval. A vote of at least two-thirds of the College P&T Committee shall be required to override disapproval after which the Dean must forward the recommendation.
- 10) For the final meeting, members of the committee may provide a written proxy to any other member of the committee, with an authorization of the proxy filed in writing with the secretary.
- 11) The Dean of the College is instructed to notify the committee's recommendations to all persons whose names have been submitted for tenure/promotion by their department.
- 12) For those candidates not being recommended favorably for tenure and/or promotion by the College Committee and/or the College Dean, despite having been recommended favorably by the department, the letter must include written statements delineating the candidate's strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The College Committee and/or the College Dean may also suggest areas for improvement.

- 13) *The academic Dean shall forward recommendations concerning tenure and promotion, including their evaluations, to the Provost and Vice President for Academic Affairs. The vote counts for each candidate from the College P&T Committee will be included with the recommendations. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the academic Dean about the differences<sup>1</sup>.*

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<sup>1</sup> Items in italics include wording directly from the University Promotion and Tenure document.

**Addendum I**

**DOMAINS  
COLLEGE OF SCIENCES & HUMANITIES**

<b>Sciences</b>	<b>Social Sciences</b>	<b>Humanities</b>
Biology	Anthropology	English
Chemistry	Criminal Justice and Criminology	History
Computer Science	Geography and Meteorology	Modern Languages and Classics
Environment, Geology and Natural Resources	Political Science	Philosophy and Religious Studies
Mathematical Sciences	Psychological Science	
Physics and Astronomy	Sociology	

*Approved by 2023-2024 College P&T Committee – March 22, 2024*