

SOE Promotion and Tenure Committee Election Process

April 6, 2007

Election Procedures

Each unit will elect a five-member Promotion and Tenure Committee in March of the Spring Semester; those elected will begin serving in the Fall Semester of the next academic year. Each elected member will serve two-year terms. The first election under this procedure in the Fall 2007 Semester will elect two members for one-year terms and three members for two-year terms. All succeeding elections will be for two-year terms to fill the seats vacated by expiring terms. Units may develop their own rules on eligibility to stand for election as long as these rules comply with the Faculty Handbook.

Promotion and Tenure Committee Duties

The duties of the Promotion and Tenure Committees will be different in each academic year semester.

Promotion and Tenure Committee duties in the **Fall** Semester will include:

1. Considering candidates' dossiers for mandatory or discretionary review for awarding tenure and/or promotion and forwarding recommendations for or against promotion and/or tenure to the director of the School of Education.
2. Considering pre-tenured faculty dossiers for mandatory reappointment review after two and four years of service and forwarding recommendations for or against reappointment to the director of the School of Education.
3. Providing the substance of their reasoning in writing for the recommendations they made to the director of the School of Education.
4. Providing candidates for promotion and tenure advice that **does not** involve making substantive changes on improving their dossiers.

Promotion and Tenure Committee duties in the **Spring** Semester will include:

1. Reviewing the dossiers of pre-tenured faculty in their first, third, and fifth years of service.
2. Reviewing the dossiers of all tenured faculty who wish to seek promotion in the near future and who voluntarily request the committee to review their dossiers in the Spring Semester.
3. Providing informal (not written) but substantive advice to pre-tenured and tenured faculty on the plausibility of the cases they are making to successfully be granted tenure and promotion at the time of their choosing or, for pre-tenured faculty, at the mandatory

review. In addition, the committee will be responsible for offering suggestions to pre-tenured faculty about actions they can take to increase the plausibility of their cases for reappointment and/or promotion and tenure. A particular focus of the committee's advice should be on the quality of the dossier; however, all collegial advice that is germane to making plausible cases for reappointment and/or promotion and tenure should be shared with pre-tenured faculty.

Election and Action Timeline

Spring Semester:

January: The Promotion and Tenure Committee develops a schedule to review the dossiers of all first, third, and fifth year pre-tenured faculty and the dossiers of all faculty contemplating seeking promotion who request a review as described above. The Committee performs all other duties defined by the Director of the School of Education such as identifying and contacting referees for the Fall evaluation of the Promotion and Tenure dossiers.

March: Each unit elects Promotion and Tenure Committee members as needed to form a five-member committee composed on continuing and newly elected faculty.

The newly elected members have no duties and do not take office until the subsequent Fall Semester.

Commencement: Committee members who have completed their two-year terms retire from the Committee.

Fall Semester:

August: Each Unit installs the Promotion and Tenure Committee members elected in the previous Spring Semester.

The Promotion and Tenure Committee schedules its review of all dossiers of second and fourth year pre-tenured faculty and all faculty seeking tenure and/or promotion as described above.