



## **ACADEMIC ALERT #2002-18**

**DATE:** November, 2002

**DECISION:** C/IPTC Committee Protocols

The attached, "Exhibit B: Protocols for College and Institutional Promotion and Tenure Committees Approved by the Faculty Senate 4/21/99 (Revised 8/23/02)" updates as an insert with FP 104 in the Policy section of the Faculty Guidebook.

**IMPLEMENTATION DATE:** August 23, 2002

**CONTACT:**

**SIGNATURE:**

  
\_\_\_\_\_

**Dr. John A. Brighton**  
**Provost and Senior Vice President for Academic Affairs**

*EXHIBIT B*

**Protocols for College and Institutional Promotion and  
Tenure Committees Approved by the Faculty Senate 4/21/99  
(Revised 8/23/02)**

Membership and participation in the College and Institutional Promotion and Tenure Committees are serious responsibilities. As stated in FP104 in the Faculty Guidebook:

*Tenure is earned through effectiveness as a teacher and colleague in the University. The faculty member must demonstrate a high level of performance in the areas of: teaching; creation, initiation and/or implementation of courses or programs; service within the institution; professional contributions beyond the institution; and professional growth and development. It is the candidate's responsibility to make a case for his or her being granted tenure (page 3).*

As part of the peer review process, both the College (CPTC) and the Institutional Promotion and Tenure Committees (IPTC) review the applications and make recommendations as to whether the candidates meet the criteria for promotion and/or tenure. Before the committee begins its discussion and deliberations the following items should be reviewed and discussed at a joint meeting of all CPTCs and the IPTC at the Fall Connection:

1. The role of the CPTC is to make recommendations to IPTC.
2. The role of IPTC is to make recommendations to the Chief Academic Officer.
3. The role of the Chief Academic Officer is to make recommendations to the President, who then in turn makes recommendations to the Board of Trustees.
4. As stated in the Faculty Guidebook, all deliberations and actions of the Committees shall be confidential.

This means that:

- All reviewing of documents is confidential.
  - All discussions of the committee are confidential.
  - As a member of the committee, you may not discuss tenure issues with anyone outside the committee meetings.
  - The committee's progress may not be discussed with other faculty, staff or administrators.
  - Committee members cannot discuss tenure or promotion issues outside of the committee meetings.
5. The only communication from the committee should be official and from the chair of the committee representing the committee.

6. The Committees may request additional information on candidates from the candidates, supervisors, members of the University community, expert information, or additional evaluation by an outside expert.

*(Provost's Note: The committees may request information from the deans/University Library Director about applicants and invite them to meet with the committees. The deans/University Library Director are free at such meetings to answer or not answer questions. However, the deans/University Library Director may not write recommendations for any applicants. This is because the Policy 104 limits dean/University Library Director involvement in the Promotion and Tenure process until the recommendations have reached the Chief Academic Officer consideration and recommendation phase.)*

7. The committees are judging the performance of the candidate based on the documented evidence.
8. In reviewing letters in the candidate's file, please look for evidence that documents exactly how the candidate meets specific criteria for tenure or promotion.
9. The IPTC must request joint meetings between the CPTC and IPTC when the recommendations of the CPTC and IPTC are in opposition. The purpose of the meeting shall be an attempt to reach agreement.

*(Provost's Note: If committee recommendations are in opposition, two actions will be required. First, the committees must meet in joint session. Second, the results of that meeting, such as minutes, should be submitted with the decisions in writing to the Provost.)*

10. Personal notes distributed during the process become official communications of the committee and therefore become Official University documents. Personal notes of committee members are discoverable evidence during an appeal process.

*(Provost's Note: Personal notes that are shared among committee members must be retained and submitted to the Provost's Office at the end of the process. Personal notes written by individual committee members and which still remain in existence after the committee work is completed should also be submitted for archival purposes.)*

11. When the CPTC communicates the recommendation to IPTC, please do not communicate the vote of the decision on a specific candidate. This also applies to the IPTC's recommendations to the Chief Academic Officer.
12. The official communication of the recommendation from the CPTC and the IPTC should use language that relates directly to the criteria as written in the Faculty Policy #104, Faculty Promotion and Tenure Program.

*(Provost's Note: Letters written by the committees should address each of the four areas for each decision. As such they should have some detail. In particular, when the decisions are negative, specific reasons addressing the criteria should be cited.)*

13. Committee members may write letters of recommendation for candidates.

14. After final decisions are communicated, candidates have access to all internal letters received as part of the promotion and tenure process. They may also have access to external letters, if release is obtained.

15. Recusals from the Process

*(Provost's Note: Strong advocacy of a particular candidate without regard for the written criteria would, of course, be highly inappropriate. Further, it is the Provost's opinion that committee members need not recuse themselves from deliberations on colleagues. The requirements for adherence to written criteria and for confidentiality mean that faculty members may make decisions regarding their colleagues, despite any particular relationships.)*

Please refer any policy or procedural questions and/or investigation of any issues or concerns raised by the committees to Vice Provost Kathryn Tooredman at extension 5516. The role of the Provost's Office is to maintain and update the records for the committees' use, offer clerical and other support, as well as consultation regarding employment issues.