Resolved, That when a COM faculty member is being considered for promotion and/or tenure:

I. Principles

A committee composed of three to five COM faculty shall be constituted in accordance with documents SD 89-13 and A&S 89-1. The formation of this committee should be guided by the following two principles.

A. All tenured and tenure track members of the department, not serving on the committee will be consulted by the committee about each case for tenure and/or promotion. This shall include, but not be limited to, provision of an opportunity for each tenured and tenure track faculty member to provide a written assessment of each tenure and/or promotion case, which shall be kept confidential by the committee.

B. TENURED persons shall be eligible to serve on the committee.

II. Implementation

The implementation of this committee shall be as follows:

A. Committee

1. The committee shall consist of a majority of persons possessing the same or higher rank to which the candidate aspires. All tenured and tenure-eligible COM colleagues will be consulted.

2. The committee members shall be elected by the tenured and tenure track faculty from among those eligible (see 1.).

3. The committee shall elect a chair.

4. The chair may not serve or participate in deliberations of the committee.

5. The dominant function of the committee is to evaluate the case. Modest adjustments may be suggested. However, case evaluation, not revision, is the focus of the committee.

6. If fewer than three COM faculty are eligible to serve on the department committee, the department shall submit to the Dean of the college the names of faculty members from other departments whom it deems suitable to serve. From this list, the Dean will appoint faculty members
from other departments to bring the committee membership to between three and five.

7. The committee shall meet and deliberate on the case and individual committee members shall be asked to vote privately in writing and then declare her/his vote on the case to the committee.

8. In cases involving a tenure decision, if the committee votes in favor of promotion, tenure will be recommended as well. If the majority vote does not recommend promotion, a subsequent vote on tenure will occur.

9. The committee chair shall inform the candidate, in writing, of the recommendation, the numerical vote, and supporting arguments at the time the case is sent forward to the chair. If applicable, a minority report will be included in the letter to the candidate.

10. The deliberations and recommendations of the committee will be held in the strictest confidence. The department Chair will be responsible for notifying the candidate of the Chair’s recommendation.

B. Candidate

1. Each candidate for tenure and/or promotion has the option to select a nonvoting representative who will explain his/her case before the COM department committee. The representative is bound by the same rule of confidentiality as committee members and shall withdraw before the committee=s vote is taken. A member of the COM department committee may not act as the candidate’s representative.

2. No COM candidate for promotion and/or tenure shall serve on any COM promotion and/or tenure committee, nor shall any candidate make a recommendation on his or her own case.

3. If the department chair is advancing a case for promotion and/or tenure, the role of the department chair as prescribed in this document shall be enacted by a COM faculty with at least the rank that the candidate is applying to. If no COM faculty is eligible to serve as chair, the Promotion &Tenure committee in consultation with the dean of Arts & Sciences will select an Arts and Sciences faculty to serve the role of department Chair.

C. Confidentiality
All who choose to study the case will do so with strictest confidentiality. There shall be no discussion of the case outside formal deliberations with anyone but the candidate.

D. Calendar

The final versions of the case and appendix, minor modifications notwithstanding, are due at noon on the first Monday of the first on-duty week, normally the week preceding the beginning of classes.

Feedback to the committee is due from department members by Friday of the first week of classes.

E. Procedures

Promotion and Tenure:
The Chair or designee will solicit external reviewers based on the reviewers’ credibility in the Candidate’s area of expertise. Reviewers will be asked for disclosure of the personal and/or professional relationship with the candidate, an abbreviated resume, and a commitment to review materials in a timely manner. Final determination of external reviewers will be made by the Chair or designee.

Third Year Review:
The above procedures, excepting external reviews, will be followed for third year review of candidates. Materials will be due by 5:00 pm the first Monday of December of the third probationary year. See SD 88-13 for procedures on how this review gets reported.

We strongly urge that each third year review dossier treat the process as if one were submitting a case for promotion and tenure. Dossiers for third year review should be a maximum of 15 pages not including a 1000 word candidate’s statement in a single structured PDF document that includes a table of contents and that requires a minimum of navigation and clicking. Dossier and candidate’s statement should be submitted electronically. If appendices are submitted electronically they should be: 1) DVD w/menu; 2) website w/links; or 3) PDF w/hyperlinked table of contents.

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