

Background and Rationale for Proposed Revision of Section 5.2.4.1:

The proposed revision is being put forward to clarify the “one-person—one-vote” requirements in promotion and tenure (P&T) processes.

Background and Rationale for Proposed Revision of Section 5.2.4.2.3:

The proposed addition is to clarify that the committee chair has the final responsibility for determining and documenting conflicts of interest regarding committee members and candidates being reviewed.

Background and Rationale for Proposed Revision of Section 5.2.4.3:

Non-administrative faculty members must vote at the departmental level. The change from “should” to “must” is for clarification and consistency with current policy in Section 5.2.4.1.

Background and Rationale for Proposed Revision of Section 5.2.4.3.2:

The proposed addition is to make the conflict of interest statement at the college committee level parallel to the statement at the department level in Section 5.2.4.2.3.

5.2.4.1 Voting Procedure

Policy approved by the Faculty Senate on March 7, 2006.

Policy approved by the provost and president.

Policy amended and approved by the Faculty Senate on 2/13/07.

In order to avoid undue or unfair influence in promotion and tenure decisions, promotion and tenure procedures must ensure that the guiding principle of “one-person—one-vote” is complied with where a vote, ~~or the equivalent of a vote,~~ is defined as a formal vote, ~~advice,~~ or a recommendation on the specific question of whether or not a candidate should receive tenure and/or promotion. Specifically:

- 1) If a faculty member votes on a promotion and tenure decision as a member of a departmental promotion and tenure committee, that faculty member may not vote again on the same decision at the departmental, college, or other levels.
- 2) If a departmental faculty vote occurs regarding promotion and tenure decisions, eligible faculty members must ~~votes in a promotion and tenure decision~~ at the departmental level (unless they have already voted as part of a departmental P&T committee), that faculty member and may not vote again on the decision at the college or other levels.
- 3) Since the chair of the department independently evaluates promotion and tenure decisions, he or she may not also vote on the decision at the departmental faculty, college, or other levels.

4) Other aAdministrators participating in a promotion and tenure decision (those whose title contains the term president, provost, or dean) ~~can~~ must only participate at the appropriate administrative level and are not allowed to vote ~~only once~~ on the decision at any other level.

There can be two types of departmental committees. Departments may have advisory or process committees whose function is not evaluative but limited to helping the candidate prepare the dossier, and/or which present or summarize the candidate's dossier for the faculty. Participating in this committee is not considered a vote. The committee referred to throughout this document as the promotion and tenure committee is the evaluative committee which takes a vote for a recommendation or evaluation of the candidate.~~In order to promote accountability and avoid undue influence in promotion and tenure decisions, advice by members of advisory committees on whether or not a candidate should receive promotion and/or tenure at any level (departmental, college, and higher) must be considered a vote or the equivalent of a vote, and thus should be the advisory committee members' only opportunity for input in a promotion and tenure decision. Therefore, a faculty member participating in a promotion and tenure advisory committee at any level (and thus voting or providing the equivalent of a vote) may not vote again at any other level on the promotion and tenure decision for that candidate. Votes or advice concerning the process or readiness of a portfolio are not in violation of this policy. For example, advice to a candidate on how to improve their portfolio or advice to the department about the completeness of the portfolio or advice to an associate professor about the timing of a promotion application, etc. are process issues not promotion and tenure decision issues.~~

See also sections 5.2.4.2.3 and 5.2.4.3.

5.2.4.2.3 Promotion and Tenure Committee

Each candidate must be reviewed by a promotion and tenure review committee, which will examine information relevant to the evaluation of the candidate for promotion and/or tenure. An individual promotion and tenure review committee may include faculty who are not members of the candidate's department. Any member of the promotion and tenure review committee who has a conflict of interest with respect to a candidate shall not participate in the consideration of that individual or have access to review materials. The committee chair is responsible for making, and justifying in writing, the final decision regarding conflicts of interest. The chair must inform the candidates in writing of the identity of the members of the department review committee and any other departmental committees that will be involved in the evaluation.

The promotion and tenure review committee reports in writing to the chair the results of its review, including all formal votes.

5.2.4.3 College Review

Review for promotion and/or tenure continues at the college level.

Administrative faculty members ([see section 5.2.4.1](#)) should cast their one vote in a given promotion and tenure decision at the appropriate administrative level. A non-administrative faculty member's one vote in a promotion and tenure decision about a member from their own department ~~should~~ **must** be cast at the departmental level (as a member of a [department](#) promotion and tenure committee or as part of the department faculty), not at the college or higher levels. Not all departments are equally represented on college or higher level promotion and tenure committees. Thus, to avoid undue influence, only faculty who are members of departments other than that of the promotion and tenure candidate may vote in promotion and tenure decisions at these levels.

5.2.4.3.1 Promotion and Tenure Document

Each college must have a document that sets forth the standards and procedures governing promotion and tenure of faculty within that college. The college document may specify standards that exceed those of the university, provided that they do not conflict with the standards of the university, and provided the procedures are consistent with those described in the *Faculty Handbook*. The document must be approved by the tenured and tenure-eligible faculty of the college, by the dean, and by the provost.

5.2.4.3.2 Promotion and Tenure Committee

A college promotion and tenure advisory committee, composed of faculty members from the college, shall review all positive departmental and/or chair recommendations for promotion and/or tenure. In addition, the committee will review negative recommendations for persons for whom a tenure decision is mandatory. [Any member of the promotion and tenure review committee who has a conflict of interest with respect to a candidate shall not participate in the consideration of that individual. The committee chair is responsible for making, and justifying in writing, the final decision regarding conflicts of interest.](#) The votes and recommendations of this committee are forwarded to the dean of the college. Selection procedures for committee membership are defined in the college promotion and tenure document. Selection procedures will incorporate input from the faculty or their elected representatives.