

TO: Faculty Senate

FROM: Faculty Affairs Committee
Mark Masters, Chair

RE: Changes to COAS P & T document

DATE: November 14, 2011

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, the Faculty Affairs Committee finds the changes to the College of Arts & Sciences Promotion & Tenure document to be primarily clarification and language;

BE IT RESOLVED, the College of Arts & Sciences Promotion & Tenure Document be amended as indicated on the attached copy.

12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 88-13 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This section of the Governance Document is subordinate to Senate legislation, and revisions to this section require Senate approval.

12.1 Nominations Candidates and the Their Cases

~~12.1.1 Any member of the Arts and Sciences Faculty may nominate for promotion or tenure any tenure-track Arts and Sciences Faculty member, except those instructors with contingency appointments stating they will be promoted to assistant professor upon becoming terminally qualified. Faculty members may nominate themselves.~~ Each Faculty member must be considered for tenure not later than during the penultimate year of the probationary period.

12.1.2 Each ~~nominee~~ candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to ~~university~~ applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in a file labeled "Supporting Documentation" but is not considered part of the case. The ~~nominee~~ candidate shall determine the content of the case and of the Supporting Documentation file. No change in the case or the Supporting Documentation file may be made without the consent of the ~~nominee~~ candidate.

12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

12.2.1 The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Arts and Sciences Faculty, subject to Senate review. In establishing their committees, departments should be guided, where possible, by two principles: that all tenured or tenure-track members of the department should be consulted about each case for promotion and/or tenure; and that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations.

~~12.2.2.1~~ 12.2.1.1 If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the Dean the names of Faculty members from other departments whom it deems suitable to serve

on the department committee. From this list, the Dean shall appoint enough Faculty members to bring the committee membership to between three and five.

~~12.2.2.2~~ **12.2.1.2** The letter appointing a Faculty member to more than one academic unit shall identify that department whose promotion and tenure process shall apply to the appointee.

12.2.2 The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

12.2.3 ~~The Arts and Sciences Promotion and Tenure Committee, comprising six Faculty members—two each from the humanities (Communication, English and Linguistics, History, Modern Foreign Languages, Philosophy, Women's Studies), the natural sciences (Biology, Chemistry, Geosciences, Mathematical Sciences, Physics), and the social sciences (Anthropology, Audiology and Speech Sciences, Political Science, Psychology, and Sociology).~~

The Arts and Sciences Promotion and Tenure Committee, comprising six tenured Voting Faculty members—two each from the Sciences, the Social Sciences, and the Humanities (as defined in Section 1.6 above).

12.2.3.1 Terms shall be two years. Each year three committee members shall be elected, one from the **h**Humanities, one from the **s**Social **s**Sciences, and one from the **natural s**Sciences.

12.2.3.2 The committee members shall be elected as follows: Each department with no continuing committee members shall nominate one tenured Faculty member. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The Voting Faculty of the College shall elect by preferential ballot the three committee members, one from the **h**Humanities, one from the **natural s**Sciences, and one from the **s**Social **S**sciences. The ballot shall identify each ~~nominee's~~ candidate's department, rank, and tenure status.

12.2.3.3 The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean, who shall be invited to be a nonvoting observer of the committee.

12.2.3.4 Each ~~nominee-candidate~~ may select from among the tenured or tenure-track faculty a nonvoting representative who will be available to answer questions pertaining to the case. **The representative will have the option of making an opening statement.** The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A ~~nominee-candidate~~ may not act as the representative before the committee, nor shall a committee member act as representative.

12.2.3.5 Each case is to be duplicated in full and distributed to all committee members by the committee chair. The Supporting Documentation file is to be maintained in confidence by the Arts and Sciences office and made available to committee members upon request.

12.2.3.6 A tie vote of the committee shall be considered neither an endorsement nor a rejection of the ~~nominee's~~candidate's application for promotion and/or tenure.