

College of Science Promotion and Tenure Committee Elections

Updated: 2-1-2023

According to the Faculty Handbook: “The college P&T committee is intended to be an independent voice of evaluation that is identified within the college, and whose membership is determined by a transparent election process approved by a majority of the faculty members, who voted, within the unit with ranks listed in the section “Criteria for Promotions.” The college P&T committee shall be elected from the group of professorial college faculty members at the rank of associate and above and senior instructors, and may include unit chairs or heads. Colleges will determine term limits and frequency of elections. The size and composition of the committee shall be decided within the college to provide fair and equitable faculty representation based on the diversity within the college. The committee shall have representation from multiple units within the college and can include members elected at large from the college. College P&T committee members, if a signatory of a unit level letter of evaluation, shall recuse themselves from votes on these cases. College-level processes must be consistent with these procedural guidelines.”

The following is the process approved by vote for our college.

Accepted Fall 2015; Updated Spring 2018.

The College of Science Promotion and Tenure Committee shall be comprised of nine tenured Full Professors and two faculty at the Senior Instructor II rank; all must have a majority of their appointment in the College of Science. The members of the Committee are to be elected by faculty members with the majority of their appointment in the College of Science, and according to the rules in the faculty handbook. Retired faculty members are not eligible to serve; also not eligible to serve are Department Heads except as noted below. The nine professors will include one member from each department plus two members-at-large, and they will be elected for three year terms except as noted below. The two Senior Instructor II members will both be at-large and will be elected to a two year term (except to fill a vacancy); they will participate only in discussions and votes on cases involving promotion from Instructor to Senior Instructor I or from Senior Instructor I to Senior Instructor II . Three members at the Professor rank and one at the Senior Instructor II rank will be elected every year unless additional members are needed to fill a vacancy, such as may occur due to a resignation or a sabbatical or other leave.

Any vacant positions will also be filled during an election and the length of service for members elected to such positions will be derived from the position being filled. If departmental composition, sabbaticals or other exceptional circumstances occur that would result in a department not having a Full Professor serve on the Committee, the Department Head may be appointed for a one year term.

Elections will be held every April for the committee service year starting September of the same year through August of the following year. The ballot will contain the names of all faculty members in the college eligible for election at the time of the vote. Excluded will be current committee members whose term is not yet expiring as well as faculty members expected to be on sabbatical or other leave. Faculty members are expected to serve if elected. In unusual circumstances, a request not to serve after being elected may be submitted to the Dean of the College of Science, who will decide on the request.

In the case positions in the committee are vacated before December of the current term, the next person on the April ballot list with the most votes counting for this vacant position will be elected to the committee. Vacancies created December through March will result in a smaller committee for that period.

Every faculty member will cast five votes for Professor rank faculty and two votes for Senior Instructor II rank faculty. Votes will be counted by the Associate Dean of Academic and Student Affairs. For the Professor rank positions, if a department is not represented in the set of faculty members continuing on the committee, the person with the highest number of votes in that department will be elected. For the at-large positions, the two members at the same rank must not be from the same department. Depending on the number of vacancies to be filled, the one or two faculty in each rank elected will be those with the largest number of votes that also meet the condition that the at-large members at the same rank not be from the same department. In case of a tie, a decision will be made by the Associate Dean of Academic and Student Affairs using a random draw. The chair of the College of Science Promotion and Tenure Committee will be the person on the committee with the largest number of years of service on the committee.

The College of Science Promotion and Tenure Committee will hold its deliberations from mid-December to mid-February, and committee members are expected to be available during that time period. The committee may also be called on to meet and deliberate at other times to consider college promotion & tenure policies and norms, and any other matters as may be raised by either the Dean or by faculty, including post tenure review matters.